

APS Risk Management Ergonomic Self-Analysis

A "baker's dozen" toward better ergonomics at your computer workstation.

Description	✓
1. An adequate chair has a five-point base to prevent tipping, a height adjustment, and a curved back support at the lumbar or lower back area.	
2. Make sure you have plenty of leg room underneath your desk so you can sit back in your chair and take advantage of the back support. If your feet are not flat on the floor, you may need a footrest.	
3. Your monitor and keyboard should be aligned directly in front of you.	
4. Extend your arm out in front of you. Your monitor should be at least as far away as your wrist.	
5. The top of the monitor should be slightly below eye level. Many monitors are placed on top of the hard drive, which may be too high for you. You may need to relocate the computer hard drive and use 1" or 2" monitor risers.	
6. When your hands are on the keyboard, the angle formed by your shoulder to elbow to wrist should be 90 degrees. You may need to ask a coworker to look at your posture while your hands are on the keyboard.	
7. Your wrists should be in a straight, neutral position, not bent sideways, upward or downward. Wrist rests for both the keyboard and mouse will help you maintain neutral position.	
8. Your mouse should be at the same height adjacent to the keyboard. Many people overreach to use their mouse. When you select a workstation or keyboard tray, make sure the keyboard tray is wide enough for both the keyboard and the mouse. If it's not wide enough, a mouse bridge that fits over the 10-key part of the keyboard will bring the mouse closer to you.	
9. Keep frequently used items (such as telephone, pens, notepads, calculator) within easy reach to minimize overreaching. Measure your reach by placing your elbows at your side and making a sweeping motion with both hands. This is your primary reach zone.	
10. While using the telephone, avoid holding the handset between your head and shoulder to free your hands. Many people experience neck and shoulder pain because of this practice. You may need a telephone headset if you use the telephone frequently in your job.	
11. To avoid repetitive bending of your neck while reading or typing from documents, obtain a document holder at the side or front of your computer monitor.	
12. Reduce pinch grip forces whenever possible. You can do this by using pen or pencil grips (soft cylinders that slide onto your pen or pencil) or pens with large diameters. Also, consciously keep your hand relaxed while pointing and clicking with your mouse. If you use your mouse quite frequently, you may benefit from an alternative mousing device.	
13. Vary your tasks so you are not repeating the same motions for extended periods of time.	

If you experience tingling or numbness in fingers; pain or fatigue in hands, wrists and/or elbows; or ongoing neck and shoulder pain, please notify your supervisor. Early intervention can often relieve these symptoms before medical care becomes necessary. If you need ergonomic assistance beyond the recommendations offered above, or if you have questions about these tips, please feel free to contact Risk Management. Personal assistance is available as needed.