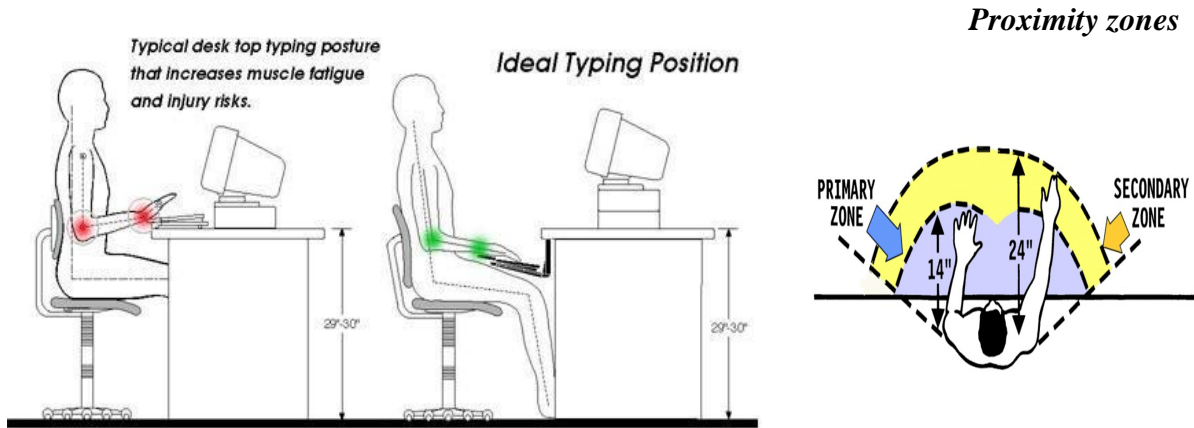


## Best Practices at Office

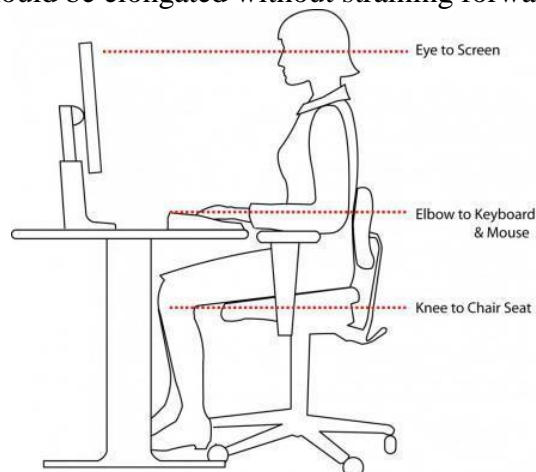
### Desk

- Shall have adequate leg room under the desk.
- Rearrange the workstation to keep accessories like phone and document holder close to the monitor to avoid having to reach or twist in the chair.



### Chair

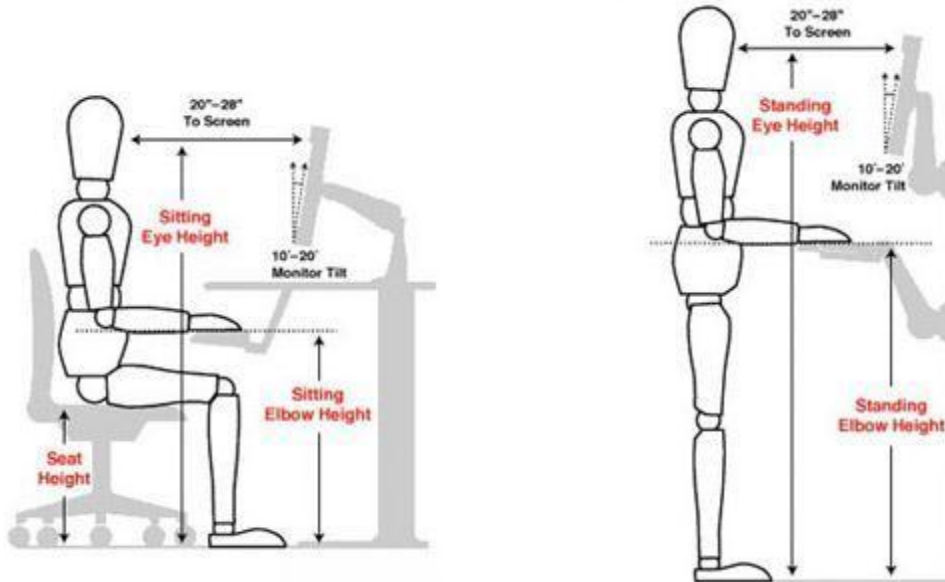
- When seated knees shall be at a lower level than hips. Lower back and thigh angle  $>90^{\circ}$
- Feet should be flat and well supported on ground or on footrest.
- Chair with curved seating with user in upright seated position shall allow a fist sized gap between back of knees and front of edge to reduce mechanical pressure at the back of knees.
- In an upright seated posture back shall be well supported with built-in lumbar support or accessorized back support.
- Arms shall be rested on armrest such that the elbows are in line with the keyboard and mouse work surface.
- Wrist rest on keyboard tray should be used during pauses only and not during typing.
- When seated upright neck should be elongated without straining forward or backwards.



## Best Practices at Office

### Monitor

- Monitors shall be aligned such that the chair, keyboard and monitor are in one line.
- When using more than one monitor align yourself to the center of all the monitors combined.
- If used frequently document holder can be attached to either side of the monitor rather than below the screen, this eliminates the need to bend your neck.
- Monitors must be at the users arm length away.



### Keyboard and mouse

- Keyboard and mouse shall be at the same level or mouse can be higher according to user comfort and suitability.
- If required use a wrist support for keyboard and mouse.
- When using mouse, wrist shall be in straight line and fingers gently curved downwards.
- If the user is comfortable not looking at the keyboard when typing the keyboard stands can be removed to make the keyboard horizontal and avoid the wrist extension.



## Best Practices at Office

### Other

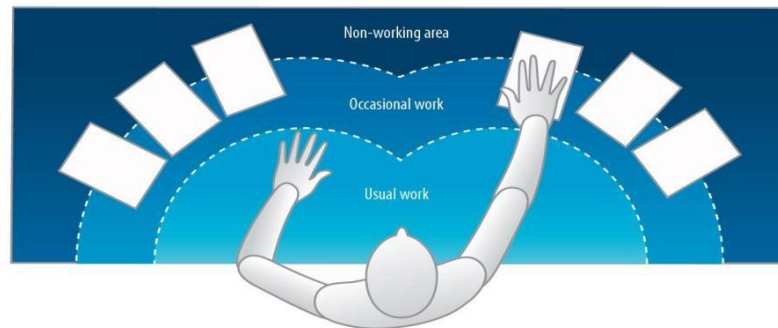
- Accessories like phone, printers and files should be arranged according to the frequency of usage.
- When looking for files, avoid twisting in your chair.

### Noise:

- Keep telephone ringers on “low,” to minimize noise levels. Use a headphone style receiver that can eliminate the need to hold the receiver or cradling the receiver on your shoulder for prolonged period of time.
- When not printing confidential documents printers, scanners and photocopiers can be kept in a separate “printing room,” to avoid these noisy objects. This practice also gives the user an opportunity to get up and move around.

### Lighting:

- Light sources should not be directly in the line of sight and should be properly shielded to avoid causing discomfort. The angle from the line of sight and the light source should be greater than 30°.
- Lighting should not be aimed or focused on computer monitors.
- Avoid direct sunlight from windows on the screen.



It is difficult to be seated in the same posture for prolonged period of time. It is advisable to keep shifting posture to avoid static postures and fatigue due to static postures.

Finally, if you are suffering from pain when you use your workstation, tell your physician. Also, contact Environmental Health and Safety Department (EHSD) for a free ergonomic inspection. There is no charge for this service to you or your department. Above all else, remember, it doesn't have to hurt!

**NOTE:** The above should be considered as a general reference, and not a cure-all for every workstation. If you are having pain, tell your physician and contact EHSD.