# Easy Ergonomic Solutions

<table>
<thead>
<tr>
<th>THINGS TO LOOK FOR</th>
<th>POSSIBLE SOLUTIONS</th>
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| Chair backrest not used for long periods | • Check chair fit, especially seat pan depth & height  
• Check leg room  
• Check monitor distance & character height |
| Different viewed objects (screen, documents) at different distances from eyes | • Use a document stand or otherwise equalize distances to within 4” if rapid viewing changes. |
| Elbow flexed for long periods using the telephone | • Telephone headset  
• Speakerphone |
| Elbow or forearm resting for long periods on a hard/sharp worksurface or armrests | • Pad or round surfaces, corners, or armrests  
• Replace armrest  
• Telephone headset |
| Elbows spayed out (shoulder abduction) | • Lower work surface  
• Lower chair armrest  
• Bring chair armrest closer to body |
| Eye Strain Complaints | • Check all visual aspects of environment  
• Suggest consultation with Vision Specialist |
| Feet dangling, or not well supported, or a posture which seems to put pressure on the back of the thighs | • Lower chair armrest  
• Lower work surface  
• Acquire a footrest |
| Forceful Keying (Key Pounding) | • Light touch keyboard |
| Forward Head Posture or Squinting | • Lower monitor  
• Tilt the monitor back  
• Check monitor for image quality problems, character height, or monitor distance  
• Suggest consultation with Vision Specialist |
| Frequent or prolonged leaning or reaching | • Rearrange work on work surface  
• Add mouse pad, palm rest, or forearm rest  
• Bring mouse pad and keyboard closer to body |
| Hands held actively over the keyboard during keying pauses | • Add palm or forearm rest |
| Light sources can be seen by the worker | • Cover or shield direct light sources  
• Rearrange work on work surface  
• Lower other viewed objects to lower field of view |
| Lumbar back area not supported | • Obtain lumbar cushion  
• Adjust backrest height and tilt  
• Check chair fit, especially backrest/lumbar height |
## Easy Ergonomic Solutions

<table>
<thead>
<tr>
<th>Issue</th>
<th>Solutions</th>
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| Monitor closer than 16”                         | • Push monitor back and enlarge size  
• Obtain computer glasses  
• Bring keyboard forward, possibly with keyboard tray |
| Monitor image dim, fuzzy, flickery, small otherwise difficult to read | • Upgrade monitor  
• Use software to enlarge image |
| Neck extended backwards; head tilted back (even slightly) | • Lower monitor (remove CPU from underneath)  
• Lower monitor (remove tilt base, leaving ventilation space open for CPU) |
| Neck severely flexed downward                  | • Tilt face of monitor back  
• Do not lay documents on a flat work surface  
• Raise document on monitor to a comfortable height  
• Adjust posture  
• Check glasses for proper prescription |
| Prolonged hunched or elevated shoulder while holding phone | • Obtain telephone headset  
• Obtain speakerphone |
| Prolonged mouse use                             | • Apply greater work variety  
• Implement aggressive break schedule (breaks from doing the same thing)  
• Alternate hands  
• Find alternative pointing devices  
• Obtain arm support  
• Keep mouse close to body (get keyboard tray)  
• Learn stroke shortcuts for menus |
| Prolonged near focusing throughout the day with few far focusing opportunities | • Move monitor back as far as possible  
• Rearrange space to provide distance view  
• Suggest looking into the distance for 30 secs every 30 mins |
| Prolonged sitting, especially in only one posture | • Apply greater work variety  
• Implement aggressive break schedule  
• Obtain a chair that supports posture change, through movement, size, or adjustability  
• Move phone & printer to the other side of the office to force standing or suggest standing when on the phone |
| Raised or tensed shoulders                     | • Lower work surface or keyboard  
• Lower chair armrest  
• Raise chair if foot contact with floor can be maintained |
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| Rapid, Sustained or Prolonged keying                                 | • Apply greater work variety  
• Implement aggressive break schedule  
• Reduce overtime                                                                 |
| Reflected Glare on the monitor                                      | • Shield/move light sources  
• Add shade screen (glare filter)  
• Move monitor so light enters from a side angle not from the back (DO NOT TIP DOWN)  
• Lower light levels                                                          |
| Screen or documents not oriented perpendicular to the line of sight  | • Change Monitor, Document stand angles                                                       |
| Shiny, low contrast or small print documents                        | • Change Monitor, Document stand angles                                                       |
| Significant amounts of hand-stapling, punching, lifting, opening mail, or other forceful exertions especially combined with awkward postures. | • Use electric stapler or hole punch  
• Reduce size of lifted loads  
• Bring heavy loads close to the body at a medium height |
| Too much contrast between screen and surroundings of document; worker feels relief when bright areas are shielded | • Lower ambient lighting levels  
• Turn off reposition or dim task lights  
• Block offending light sources  
• Change monitor polarity to black and white |
| Twisted Torso                                                        | • Rearrange work  
• Provide more knee space  
• Change to U-shaped work surface  
• Obtain swivel chair                                                     |
| Twisting head to the side                                            | • Bring viewed items closer to centerline of view                                           |
| Very bright ambient lighting above 50 foot/candles or shadowed areas caused by over illumination | • Lower ambient lighting levels to 20 -50 foot/candles                                       |
| Working with one or both arms "reaching" toward a mouse or keyboard  | • Bring keyboard closer to body  
• Add mouse pad or palm/forearm rest  
• Bring mouse closer to keyboard                                           |
| Wrist bent back (extended) or forward (flexed) for prolonged periods | • Add palm rest  
• Change slope of keyboard                                                   |
| Wrists bent to the sides when using side keys                        | • Keyboard with more accessible keys or split keyboard design                                |
| Wrists or palms resting for long times on hard sharp keyboard or worksurfaces | • Add palm rest  
• Add padded or rounded surfaces & corners                                     |