

Easy Ergonomic Solutions

THINGS TO LOOK FOR	POSSIBLE SOLUTIONS
Chair backrest not used for long periods	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Use a document stand or otherwise equalize distances to within 4" if rapid viewing changes.
Elbow flexed for long periods using the telephone	<ul style="list-style-type: none"> • Telephone headset • Speakerphone
Elbow or forearm resting for long periods on a hard/sharp worksurface or armrests	<ul style="list-style-type: none"> • Pad or round surfaces, corners, or armrests • Replace armrest • Telephone headset
Elbows splayed out (shoulder abduction)	<ul style="list-style-type: none"> • Lower work surface • Lower chair armrest • Bring chair armrest closer to body
Eye Strain Complaints	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Lower chair armrest • Lower work surface • Acquire a footrest
Forceful Keying (Key Pounding)	<ul style="list-style-type: none"> • Light touch keyboard
Forward Head Posture or Squinting	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Add palm or forearm rest
Light sources can be seen by the worker	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Obtain lumbar cushion • Adjust backrest height and tilt • Check chair fit, especially backrest/lumbar height

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Monitor closer than 16"	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Upgrade monitor • Use software to enlarge image
Neck extended backwards; head tilted back (even slightly)	<ul style="list-style-type: none"> • Lower monitor (remove CPU from underneath) • Lower monitor (remove tilt base, leaving ventilation space open for CPU)
Neck severely flexed downward	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Obtain telephone headset • Obtain speakerphone
Prolonged mouse use	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Apply greater work variety • Implement aggressive break schedule • Reduce overtime
Reflected Glare on the monitor	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Change Monitor, Document stand angles
Shiny, low contrast or small print documents	<ul style="list-style-type: none"> • Change Monitor, Document stand angles
Significant amounts of hand-stapling, punching, lifting, opening mail, or other forceful exertions especially combined with awkward postures.	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Lower ambient lighting levels • Turn off reposition or dim task lights • Block offending light sources • Change monitor polarity to black and white
Twisted Torso	<ul style="list-style-type: none"> • Rearrange work • Provide more knee space • Change to U-shaped work surface • Obtain swivel chair
Twisting head to the side	<ul style="list-style-type: none"> • Bring viewed items closer to centerline of view
Very bright ambient lighting above 50 foot/candles or shadowed areas caused by over illumination	<ul style="list-style-type: none"> • Lower ambient lighting levels to 20 -50 foot/candles
Working with one or both arms "reaching" toward a mouse or keyboard	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Add palm rest • Change slope of keyboard
Wrists bent to the sides when using side keys	<ul style="list-style-type: none"> • Keyboard with more accessible keys or split keyboard design
Wrists or palms resting for long times on hard sharp keyboard or worksurfaces	<ul style="list-style-type: none"> • Add palm rest • Add padded or rounded surfaces & corners