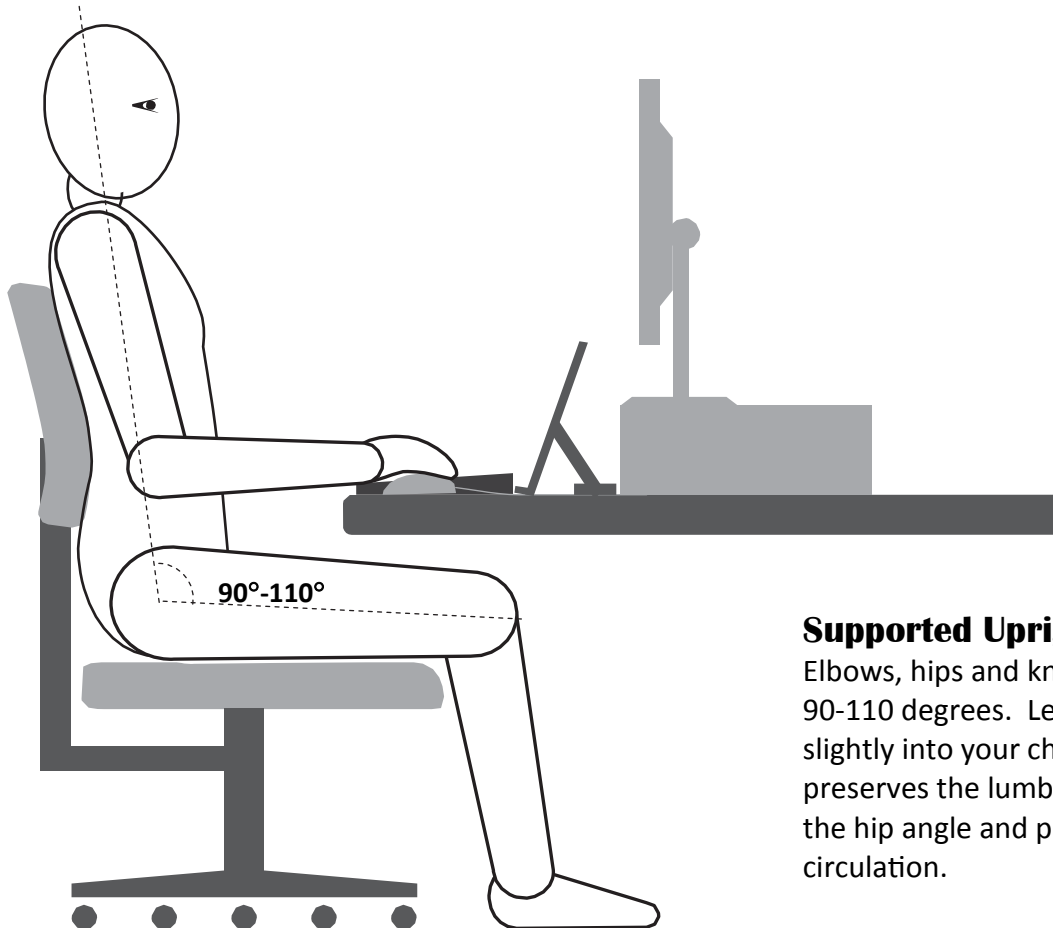


# A User Friendly Workstation



## Supported Upright Posture

Elbows, hips and knees are at 90-110 degrees. Leaning back slightly into your chair's back rest preserves the lumbar curve, opens the hip angle and promotes blood circulation.

## Checklist for a User Friendly Workstation:

- ✓ Top of screen at eye level; lower for those wearing bifocals or blended lenses.
- ✓ Screen distance: 18-36".
- ✓ Document holder centered between monitor and keyboard or directly next to screen.
- ✓ Chair backrest provides firm lower back support.
- ✓ Chair back and seat easily adjustable for height and tilt by user.
- ✓ Keyboard is at or slightly below, seated elbow height. Forearms are parallel to floor (don't lean on armrests when keying).
- ✓ Mouse is on the same level, directly next to keyboard.
- ✓ Wrists straight (neutral); keyboard parallel to floor or angled slightly down.
- ✓ Padded, movable wrist rest, same height as front of keyboard (Do not use wrist rest while keying).
- ✓ Keep commonly used items within near reach.
- ✓ Rotate job tasks to avoid constant keyboard work.
- ✓ Knees at or slightly below hip level.
- ✓ Ample legroom under work surface
- ✓ Feet rest firmly on floor or foot rest.

# CCCSIG Resources for Computer Users

## Workstation Ergo Evaluations (45 min. to 1 hour)

✓ Supervisors may request an ergo evaluation for their employees by contacting us at [dschreiner@cccsig.org](mailto:dschreiner@cccsig.org).

## “Ergo Day” (requested by supervisor; min. 5/max. 15)

- ✓ Participating employees attend a 30-minute in-service on office ergonomics and encouraged to apply what they’ve learned to their workstations.
- ✓ After the in-service, CCCSIG health and safety specialists conduct individual, 10-minute check-ins to ensure each participating employee’s workstation is positioned correctly.

## Large Group Training (min. 10; max. unlimited)

- ✓ 1-hour, in-person training titled, “Ergonomics & Self-Care Techniques in a Computer-Based World “.
- ✓ For more details, visit: <http://www.cccsig.org/healthsafety/trainings.html#cpbm13>
- ✓ To schedule, call 1 (866) 922-2744 ext. 270 or email [dschreiner@cccsig.org](mailto:dschreiner@cccsig.org).

## On-Demand Video Training

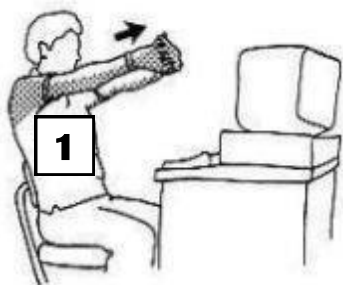
- ✓ Sit Safe Ergonomics: Get Your Ergo On! video link: <http://www.cccsig.org/healthsafety/video/index.html>
- ✓ Video password: cccsig (all lowercase)

## Medical Care for Work-Related Injuries

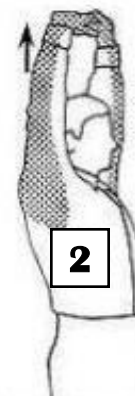
- ✓ Call Company Nurse Injury Hotline at 1 (888) 375-9779

# Exercises to Do Throughout the Day

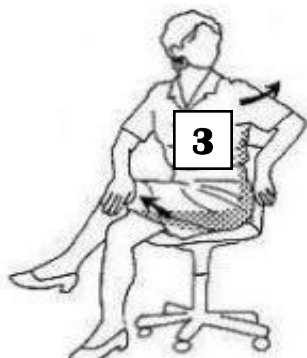
*Sitting for long hours in one position—no matter how good your posture is—can be fatiguing and lead to discomfort.*



10–20 seconds  
2 times



10–15 seconds



8–10 seconds  
each side



10–15 seconds  
2 times

## Don't Forget...

Vary your position  
throughout the day.

Take frequent, short  
stretch breaks to get up  
and move around.

Reprinted from *Stretching, 30th Anniversary Edition*, © 2010 by Robert A. Anderson and Jean E. Anderson. Shelter Publications, Inc., Bolinas, Calif. Reprinted by permission.