

Reduce your risk of Injury –

be ErgoSmart

Working Healthy – At the Office

What is it?

Ergonomics means fitting the work to people not fitting people to the work. This means adjusting your workspace to fit you best.

Why?

Being **ErgoSmart** will help to reduce your risk of injuries such as tendonitis, bursitis, sprains, strains and carpal tunnel syndrome.

Who?

Everyone! Whether you are feeling discomfort or not, everyone performing office related tasks needs to be ErgoSmart

How?

Tasks

- Change positions often so that you do not hold your muscles in the same position for long periods of time
- Change work activities frequently
- Take stretch breaks
- Use a roller bag to reduce strain from carrying heavy objects (e.g., laptop, paperwork)

Posture

- Shoulders, arms and wrists should be in relaxed positions
- While typing, arms and elbows should be close to the side of the body with wrists in a neutral position
- Do not rest wrists, arms or elbows on a surface while typing. Wrist supports should be used when not typing (e.g. while reading email)
- Ensure frequently used objects are within 25 cm reach (e.g. telephone)
- Computer mouse should be at same level as keyboard
- Avoid lifting while in a seated position

Computer Monitor

- Adjust monitor so top of screen is at eye level
- Avoid placing monitor directly in front of a window (close blinds)
- Place monitor 18" – 24" away from eyes

Chair

- Feet should be flat on floor, knees and hips at 90 degrees
- Allow two fingers of space between knees and edge of seat
- Adjust the lumbar support so that it fits into the curve of your back and sit all the way into the chair to maximize back support

Laptop

- Use an external mouse and keyboard and set laptop screen at eye level



FOR MORE INFORMATION ON
ERGONOMICS GO TO

[www.workingatmcmaster.ca/
healthy-workplace](http://www.workingatmcmaster.ca/healthy-workplace)

Mac Fact: 35% of reported workplace injuries at McMaster are related to sprains and strains.