



WHAT IS ERGONOMICS?

ERGONOMICS IS THE SCIENCE OF DESIGNING THE JOB, EQUIPMENT, AND WORKPLACE TO FIT THE WORKER.

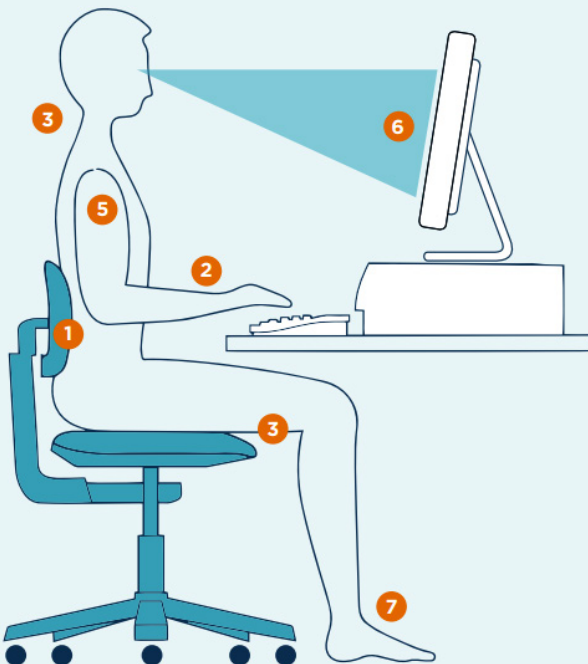
Proper ergonomic design is necessary to prevent repetitive strain injuries, which can develop over time and can lead to long-term issues. Ergonomics is employed to fulfill the two goals of health and productivity.

Ergonomics is concerned with the 'fit' between people and their technological tools and environments. It takes account of the user's capabilities and limitations in seeking to ensure that tasks, equipment, information and the environment suit each user.

Why is it important?

- Office based workers sit for the majority of the day.
- In sitting, there is significantly more pressure through the lumbar vertebrae and discs compared with standing, walking or lying.
- When sitting in the correct position with spinal curves supported, the body requires minimal muscle activity to maintain this position.
- When not sitting in a good position the body has to work very hard to maintain this position. This can lead to overuse of muscles, muscle imbalances, and eventually pain and/or dysfunction.

What is the correct sitting position?



1. **Spine** adjust backrest height and tilt to fit the small of the back.
2. **Seat height** adjust seat height so that the keyboard is at, or slightly lower than the elbow. The shoulders are relaxed and elbows at 90 degrees.
3. **Legs** hips at 90 degrees and feet supported on floor or footrest.
4. **Neck** head upright, neck relaxed, with the top of the screen at eye level.
5. **Arms** elbows close to the body, forearms horizontal, wrists neutral and relaxed (do not stretch for mouse).
6. **Eyes** monitor should be approx arm's length from your sitting position.
7. **Feet** should be resting flat on the ground.

Quick Tips:

1. Move/change posture regularly (every 30 minutes).
2. Sit upright – don't slouch or sit twisted!
3. Stretch regularly.

It's all about balance.

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Single Monitor



Primary & Secondary



Two with equal use

For a comfortable and ergonomic dual-monitor setup with a laptop, position monitors side-by-side, slightly angled towards you, forming a "V" shape. Ensure both monitors are at eye level and an arm's length away. Consider using a monitor arm to adjust the distance and height, especially if your desk is shallow. If you use one monitor more than the other, position it directly in front of you with the secondary monitor to one side, angled towards your dominant eye.

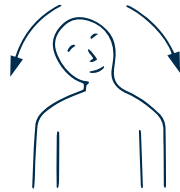
Detailed Ergonomic Considerations

- 1. Monitor Position:** Place your primary monitor directly in front of you, at eye level and an arm's length away. If using two monitors equally, position them side-by-side with a slight V shape, angling the outer edges inward.
- 2. Monitor Height and Distance:** The top of the monitor screen should be at eye level or slightly below to prevent neck strain. The distance between your eyes and the monitor should be about an arm's length.
- 3. Laptop Placement:** If you're using a laptop, you can either dock it and use the external monitors, or use it as a secondary display. Consider a monitor arm to adjust the laptop's height to match the monitors.
- 4. Chair Adjustment:** Ensure your chair height allows your feet to rest flat on the floor and your elbows to be at a 90-degree angle while typing.
- 5. Orientation:** Orient your keyboard and mouse towards your primary monitor to minimize reach.
- 6. Breaks:** Take frequent breaks, following the 20-20-20 rule (every 20 minutes, look at something 20 feet away for 20 seconds) to help with eye strain.

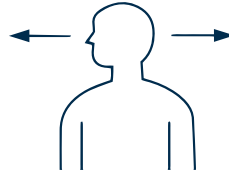
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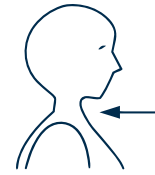
NECK



Ear to shoulder

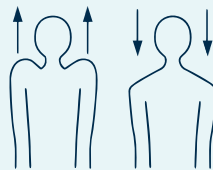


Look over
each
shoulder



Tuck chin without
moving shoulders or
upper body, then
relax

SHOULDERS



Shrug

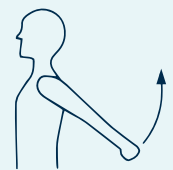
Relax



Circle
shoulders
backwards

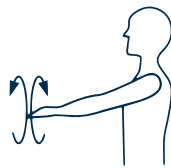


Stretch

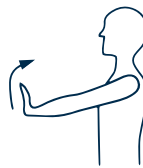


Stretch

ARMS



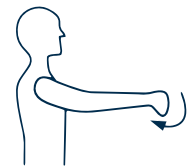
Turn wrists
clockwise &
anticlockwise



Stretch
wrists
up



Stretch
fingers
out

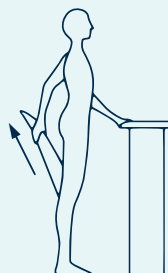


Stretch
wrists
down

BACK & LEGS



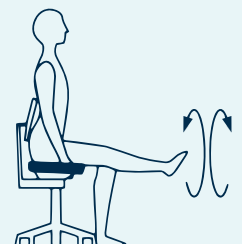
Gently arch
backwards
then
stretch
upwards



Stretch



Stretch



Turn each
foot clockwise
&
anti-clockwise

Exercise every hour

- Improve your flexibility
- Improve circulation
- Promote good posture
- Reduce muscle tension and fatigue.

How?

- Change your postures regularly
- Take slow, deep breaths
- Use slow, controlled movements
- Move until you feel a firm stretch BUT not to the point of discomfort or pain. Do each exercise about 10 times
- Hold each stretch for about 10 seconds.

It's all about balance.

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