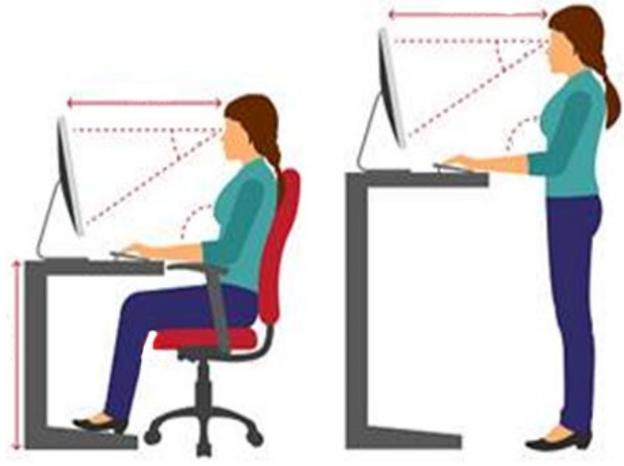


## USDA APHIS Home Office Ergonomics Quick Reference Guide

<b>1. Office Adjustment Sequence</b>	<b>2. Desk/Table (adjust as possible)</b>	<b>3. Equipment (Keyboard/Mouse/Computer)</b>
<p><b>1) Location:</b> Determine best location for office.</p> <p><b>2.1) Fixed Height Desk:</b> Based on keyboard technique (refer to 3. <i>Equipment</i>); adjust chair height based on seated/standing set-up, obtain foot rest to support feet if needed.</p> <p><b>2.2) Adjustable Height Desk:</b> Adjust chair height to place feet directly on floor, based on keyboard technique (refer to 3. <i>Equipment</i>); adjust desk height based on seated/standing set-up.</p> <p><b>3) Equipment:</b> Adjust equipment position (keyboard, mouse computer, document holder, office supplies, etc.) as needed.</p> <p><b>4) Chair:</b> Adjust remainder of chair features as possible (refer to 4. <i>Chair</i>).</p> <p><b>5) Monitors:</b> Adjust monitors as needed (height, distance, side-to-side alignment and angle/tilt).</p>	<p><b>Desk Height:</b> Determine if desk height is adjustable or fixed and follow the appropriate sequence below</p> <p><b>Fixed Height Seated Desk:</b> Adjust chair height to place hands at appropriate position on desk based on keyboard/mouse technique (<i>Piano Player or Forearm Supporter</i>), refer to 3. <i>Equipment</i>, obtain footrest if needed to support feet</p> <p><b>Adjustable Height Seated Desk:</b> Adjust chair height to place feet directly on the floor, adjust desk height to place hands at appropriate position on desk based on keyboard/mouse technique (<i>Piano Player or Forearm Supporter</i>), refer to 3. <i>Equipment</i>.</p> <p><b>Desk Height Standing:</b> Alternate seated position with standing on a regular basis</p> <ul style="list-style-type: none"> <li>• Determine appropriate height for desk</li> <li>• Use footrest for alternate foot placement</li> <li>• Wear comfortable well-cushioned shoes</li> <li>• Perform periodic heel lifts, shift weight front/back</li> </ul>	<p><b>Keyboard Placement:</b> Determine keyboard technique (with or without wrist rest).</p> <ul style="list-style-type: none"> <li>• <b>Piano Player:</b> Position keyboard close to edge of worksurface, relax elbows at sides, angled to about 90° and float hands over keys (like playing a piano).</li> <li>• <b>Forearm Supporter:</b> Position keyboard farther forward on worksurface and rest forearms on worksurface; raise worksurface slightly.</li> </ul> <p><b>Note:</b> Refer to 2. <i>Desk</i> to adjust desk height.</p> <p><b>Mouse Placement:</b> Ensure mouse is next to keyboard within a comfortable reach and at the same level as the keyboard.</p> <p><b>Computer Placement:</b> For either laptop or desktop ensure it is out of way but still readily accessible to turn on/off and access any ports. For laptop ensure it is out of the way but still readily accessible to dock and undock laptop if needed.</p>
<b>4. Chair (adjust as possible)</b>		
<p><b>Seat Height:</b> Adjust height based on desk height adjustability.</p> <p><b>Seat Depth:</b> Adjust front/back seat position so minimum of two fingers between front edge of chair and back of knee.</p> <p><b>Back Support Height:</b> Adjust so lumbar support is located at the waist/belt level area.</p> <p><b>Seat/Back Angle; Adjust for Activity</b></p> <ul style="list-style-type: none"> <li>• For keyboard/mouse/handwriting; adjust so seat is about parallel to floor with trunk upright.</li> <li>• For other activities (talking with guests, telephone use, other non-hand activities, etc.); adjust so seat is tilted somewhat back (5° to 15°).</li> </ul> <p><b>Seat Rocking Tension:</b> Adjust based on body weight to ensure amount of tension that prevents you from falling backwards or being pushed forward.</p> <p><b>Armrests:</b> Adjust height and side-to-side position so upper arms at sides, shoulders relaxed and forearms on armrests if desired.</p> <p><b>NOTE:</b> Not all chairs may have the listed features; find out about a specific chair's features by looking for adjustment levers on the chair and experiment, also look for manual that came with chair or check out manufacturer's web site.</p>	<b>5. Monitors (adjust as possible)</b>	
	<b>Other Considerations</b>	<b>Other Considerations</b>
	<p><b>Foot/leg Clearance:</b> Ensure adequate foot/leg clearance under the desk; remove extraneous boxes or other items.</p> <p><b>Footrest:</b> Never allow feet to dangle; use a footrest for support of feet/lower legs if needed.</p> <p><b>Telephone:</b> Avoid cradling phone handset between ear and shoulder; use headset and/or speakerphone if needed to avoid awkward head and neck positions.</p> <p><b>Document Holder:</b> Avoid head tip down position to view hard copy documents; use a document holder.</p>	<p><b>Height:</b> Top of screen at eye level or slightly higher</p> <p><b>Distance:</b> At least arm's length away, 22 to 28"</p> <p><b>Monitor Arm:</b> If monitor arm in place adjust position of monitors; some monitor arms may be adjusted with use of Allen wrenches.</p> <p><b>Two Monitors:</b></p> <ul style="list-style-type: none"> <li>• <b>Primary/Primary:</b> each viewed about 50% of time; centered on user's nose.</li> <li>• <b>Primary/Secondary:</b> primary viewed most of time, secondary only occasionally; primary directly in front of user.</li> </ul> <p><b>Eyeglasses:</b> For bi/trifocal eye glasses (bottom part of lens to view monitor), lower monitor to maintain neutral head position.</p>