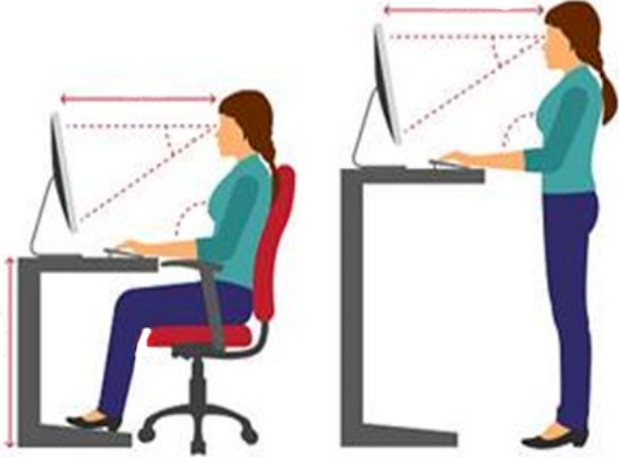# DEA Home Office Ergonomics Quick Reference Guide

1. Office Adjustment Sequence	2. Desk/Table (adjust as possible)	3. Equipment (Keyboard/Mouse/Computer)
1) Location: Determine best location for office. **2.1) Fixed Height Desk**: Based on keyboard technique (refer to *3. Equipment*); adjust chair height based on seated/standing set-up, obtain foot rest to support feet if needed. **2.2) Adjustable Height Desk:** Adjust chair height to place feet directly on floor, based on keyboard technique (refer to *3. Equipment*); adjust desk height based on seated/standing set-up. **3) Equipment**: Adjust equipment position (keyboard, mouse computer, document holder, office supplies, etc.) as needed. **4) Chair:** Adjust remainder of chair features as possible (refer to *4. Chair*). **5) Monitors**: Adjust monitors as needed (height, distance, side-to-side alignment and angle/tilt).	**Desk Height:** Determine if desk height is adjustable or fixed and follow the appropriate sequence below **Fixed Height Seated Desk:** Adjust chair height to place hands at appropriate position on desk based on keyboard/mouse technique (*Piano Player or Forearm Supporter*), refer to *3. Equipment*, obtain footrest if needed to support feet **Adjustable Height Seated Desk:** 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 (*Piano Player or Forearm Supporter*), refer to *3. Equipment.* **Desk Height Standing:** Alternate seated position with standing on a regular basis - Determine appropriate height for desk - Use footrest for alternate foot placement - Wear comfortable well-cushioned shoes - Perform periodic heel lifts, shift weight front/back	**Keyboard Placement:** Determine keyboard technique (with or without wrist rest). *Piano Player*: Position keyboard close to edge of worksurface, relax elbows at sides, angled to about 90^0 and float hands over keys (like playing a piano). *Forearm Supporter*: Position keyboard farther forward on worksurface and rest forearms on worksurface; raise worksurface slightly. **Note:** Refer to *2. Desk* to adjust desk height. **Mouse Placement:** Ensure mouse is next to keyboard within a comfortable reach and at the same level as the keyboard. **Computer Placement:** 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.

4. Chair (adjust as possible)		5. Monitors (adjust as possible)
Seat Height: Adjust height based on desk height adjustability. **Seat Depth:** Adjust front/back seat position so minimum of two fingers between front edge of chair and back of knee. **Back Support Height:** Adjust so lumbar support is located at the waist/belt level area. **Seat/Back Angle; Adjust for Activity** - For keyboard/mouse/handwriting; adjust so seat is about parallel to floor with trunk upright. - For other activities (talking with guests, telephone use, other non-hand activities, etc.); adjust so seat is tilted somewhat back (5^0 to 15°). **Seat Rocking Tension:** Adjust based on body weight to ensure amount of tension that prevents you from falling backwards or being pushed forward. **Armrests:** Adjust height and side-to-side position so upper arms at sides, shoulders relaxed and forearms on armrests if desired. **NOTE**: 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.		**Height:** Top of screen at eye level or slightly higher **Distance:** At least arm's length away, 22 to 28" **Monitor Arm:** If monitor arm in place adjust position of monitors; some monitor arms may be adjusted with use of Allen wrenches. **Two Monitors:** *Primary/Primary*: each viewed about 50% of time; centered on user's nose. *Primary/Secondary*: primary viewed most of time, secondary only occasionally; primary directly in front of user. **Eyeglasses:** For bi/trifocal eye glasses (bottom part of lens to view monitor), lower monitor to maintain neutral head position.
	Other Considerations	**Other Considerations**
	Foot/leg Clearance: Ensure adequate foot/leg clearance under the desk; remove extraneous boxes or other items. **Footrest:** Never allow feet to dangle; use a footrest for support of feet/lower legs if needed. **Telephone:** Avoid cradling phone handset between ear and shoulder; use headset and/or speakerphone if needed to avoid awkward head and neck positions. **Document Holder:** Avoid head tip down position to view hard copy documents; use a document holder.	**Lighting:** Ensure adequate general room light and task light in the workstation. **Noise:** Manage noise as possible in the work area. **Temperature:** Use personal controls like a sweater or fan for individual temperature controls. **20/20 Guideline:** Remember to change position every 20 minutes or so, use the mantra, *"Don't wait until it is too late to move!"* Work on moving on a regular basis and reap the rewards!