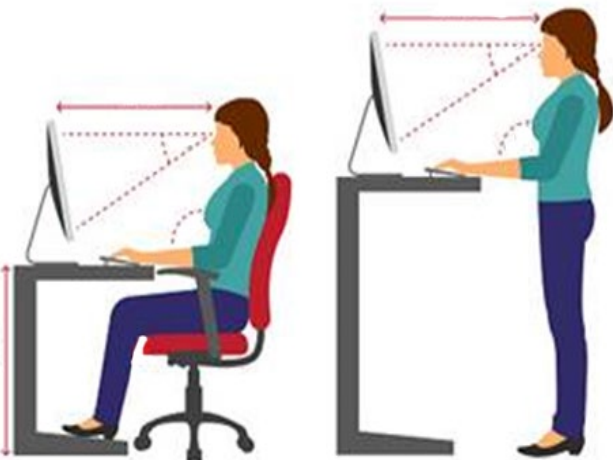


DEA Office Ergonomics Quick Reference Guide

Office Adjustment Sequence	1. Desk	2. Equipment (Keyboard/Mouse/Computer)
<p>1. Chair: Adjust chair (see below); remember to adjust chair throughout day based on activity.</p> <p>2. Desk: Based on your particular keyboard technique (refer to Keyboard/Mouse/ Computer Section); adjust desk height based on seated/standing set-up; alternate between two positions frequently (use 30/30 Guideline; change position every 30 minutes or so).</p> <p>3. Equipment: Adjust equipment position (keyboard, mouse computer, document holder, office supplies, etc.) as needed.</p> <p>4. Monitors: Adjust monitors as needed (includes monitor height, distance, side-to-side alignment and angle/tilt).</p>	<p>Desk Height Seated: Once chair has been properly adjusted and keyboard/mouse technique has been determined (piano player or forearm support, refer to Keyboard Section) adjust desk height so:</p> <ul style="list-style-type: none">• Elbows are at sides at about 90⁰ to 100⁰ angle• Shoulders relaxed• Wrists straight <p>Desk Height Standing: Alternate seated position with standing on a regular basis; follow similar positioning guidelines as for seated:</p> <ul style="list-style-type: none">• Use footrest for alternate foot placement• Wear comfortable well-cushioned shoes• Perform periodic heel lifts and shift weight front/back on feet to improve circulation	<p>Keyboard Placement: Determine keyboard technique (with or without wrist rest).</p> <ul style="list-style-type: none">• Piano Player: Position keyboard close to edge of worksurface, relax elbows at sides, angled to about 90⁰ 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. <p>Note: Refer to Desk Section to adjust desk height</p> <p>Mouse Placement: Ensure mouse is next to keyboard within a comfortable reach.</p> <p>Computer Placement: Out of way but still readily accessible to dock and undock laptop.</p>
3. Chair		
<p>Seat Height: Adjust height so feet on the floor with even weight through hips and thighs.</p> <p>Seat Depth: Adjust front/back seat position so minimum of two fingers between front edge of chair and back of knee.</p> <p>Back Support Height: Adjust so lumbar support is located at the waist/belt level area</p> <p>Seat/Back Angle; Adjust for Activity</p> <ul style="list-style-type: none">• 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 (5⁰ to 15⁰). <p>Seat Rocking Tension: Adjust based on body weight to ensure amount of tension that prevents you from falling backwards or being pushed forward.</p> <p>Armrests: Adjust height and side-to-side position so upper arms at sides, shoulders relaxed and forearms on armrests if desired.</p> <p>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.</p>	Other Considerations	4. Monitors
	<p>Foot/leg Clearance: Ensure adequate foot/leg clearance under the desk; remove extraneous boxes or other items.</p> <p>Footrest: Never allow feet to dangle; use a footrest for support if needed.</p> <p>Telephone: Avoid cradling phone handset between ear and shoulder; use headset/speakerphone if needed.</p> <p>Document Holder: Avoid head tip down position to view printed documents; use document holder.</p>	<p>Height: Top of screen at eye level or slightly higher</p> <p>Distance: At least arm's length away, 22 to 28"</p> <p>Monitor Arm: If arm in place adjust position of monitors; some monitor arms are adjusted with use of Allen wrenches.</p> <p>Dual Monitors:</p> <ul style="list-style-type: none">• 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. <p>Eyeglasses: For bi/trifocal eye glasses (bottom part of lens to view monitor), lower monitor to maintain neutral head position.</p>
	Other Considerations	Other Considerations
		<p>Lighting: Ensure adequate room light and task light in the workstation.</p> <p>Noise: Manage noise as possible in the work area.</p> <p>Temperature: Use personal controls like a sweater or approved fan for individual temperature controls.</p> <p>30/30 Guideline: Remember to change position every 30 minutes or so, use the mantra, <i>"Don't wait until it is too late to move!"</i> Work on moving on a regular basis and reap the rewards!</p>