

## Ergonomics

Ergonomics is the science of fitting the task to the worker to maximize productivity while reducing discomfort, fatigue, and injury. Having a proper ergonomic set up can help provide you with a greater focus in your day to day work activities, and increase your job satisfaction overall.

At Selkirk College, we encourage you to access the Ergonomic Program if you find your work station needs:

1. An assessment
2. Tools and or equipment
3. You are experiencing discomfort or pain in your workstation set up

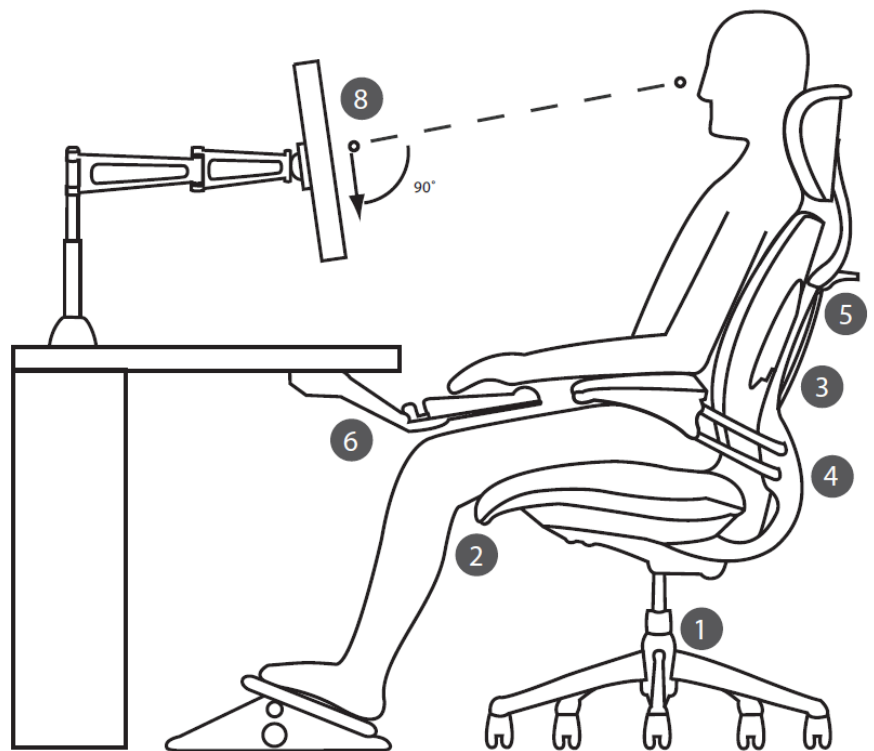
Please inform your supervisor and then contact Health and Safety [by email](#) to set up an assessment or learn more. Assessments take 15 to 30 minutes to complete.

## How to set up your workstation: (link to the info below)

At his or her workstation, an employee should be supported by their equipment in a neutral position to minimize excessive muscle activity.

### Chair:

1. Raise or lower the seat to ensure your thighs are parallel to the floor with your feet flat on the floor or a footrest.
2. Raise or lower your armrests so your elbows are just over 90 degrees and your shoulders are kept down.
3. Adjust seat pan depth to maintain two inches of clearance between the back of your knees and the front edge of the seat.
4. Adjust backrest height to comfortably fit the small of your back.
5. Adjust the recline tension, if necessary, to support varying degrees of recline throughout the day. Avoid the use of recline locks.
6. Lean back and relax in your chair to allow the backrest to support your upper body.



**Why?** Sitting while leaning forward produces an 85% increase in lumbar disc pressure over standing relaxed

Keyboard:

7. Use an articulating keyboard support and position it 1 to 1.5 inches above your thighs. Angle the keyboard away from your body to keep wrists straight while typing. Rest your palms—not your wrists—on a palm support.

**Why?** A 30% increase in a wrist tilting upwards cause two times the pressure on the intracarpal tunnel and a 27.5% increase in forearm muscle activity.<sup>1</sup> The keyboard tabs compound the issue, particularly for proficient typists who anchor their wrists in front of the keyboard.

Mouse:

8. Position your mouse close to the keyboard or over the numeric keypad to minimize reaching. Avoid anchoring your wrist on the desk. Instead, glide the heel of your palm over the mousing surface and use your entire arm to mouse.

Monitors

9. Position the monitor at least an arm's length away with the top line of text at or slightly below eye level. Tilt the monitor away from you so your line of sight is perpendicular to the monitor.

Lighting:

10. Position a task light to the side opposite your writing hand. Shine it on paper documents but away from computer monitors to reduce glare.

**Why?** A study at RPI's Lighting Research Center found that subjects who had controllable lighting (a task light) felt more comfortable in the room, rated tasks as being less difficult, and produced a 35% to 42% decrease in energy consumption

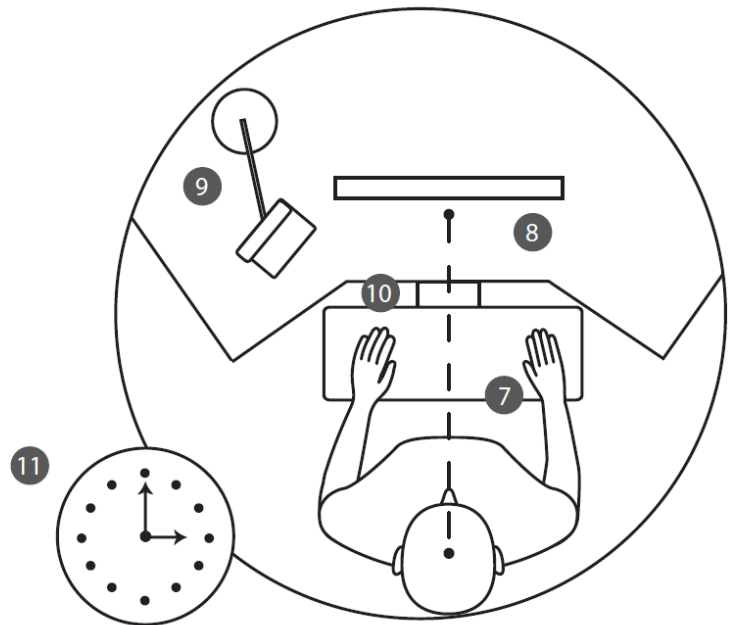
Align:

11. Align the monitor and spacebar with the midline of your body and arrange frequently used work tools within easy reach. Prop reference documents between your body and the monitor with an in line monitor holder

Rest:

12. Take two or three 30- to 60-second breaks each hour to allow your body to recover from periods of repetitive stress

**Why?** When introducing occasional standing in the workplace 87% of employees felt more energized, 75% felt healthier, 66% felt more productive, 62% felt happier, and 33% felt less stressed<sup>2</sup>.



<sup>1</sup> Weir, O., Wells, R. (2002). The effect of typing posture on wrist extensor muscle loading. *Human Factors*, 44(3).

<sup>2</sup> The Take-a-Stand Project, National Institute of Health, 2011

## Standard Equipment (Link to the info below):

As new chairs will be implemented, this is what we will be sourcing.

Model	Features
<p data-bbox="186 430 654 464">Chair: Obusforme Comfort Synchro Tilt</p> 	<p data-bbox="808 430 1227 464">Automatic Weight Sensing Tension</p> <p data-bbox="808 468 1081 501">Adjustable Seat Height</p> <p data-bbox="808 506 1005 539">Adjustable Arms</p> <p data-bbox="808 543 1000 577">Adjustable Back</p> <p data-bbox="808 581 1252 615">Adjustable Seat Pan Depth and Angle</p> <p data-bbox="808 619 1086 653">Width Adjustable Arms</p> <p data-bbox="808 682 911 716">Options:</p> <p data-bbox="808 720 1206 753">Medium Back with Standard Seat</p> <p data-bbox="808 758 1170 791">Medium Back with Petite Seat</p> <p data-bbox="808 795 1159 829">High Back with Standard Seat</p> <p data-bbox="808 833 1122 867">High Back with Petite Seat</p>