

Ergonomics Desk Tips

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Use these desk tips to make yourself more comfortable, safer and productive!

Phone

Keep it close by.

Avoid repeated extended reaches.

Avoid cradling the phone between your neck and shoulder.

Use a headset if you use the phone frequently.



Reduce your stress:

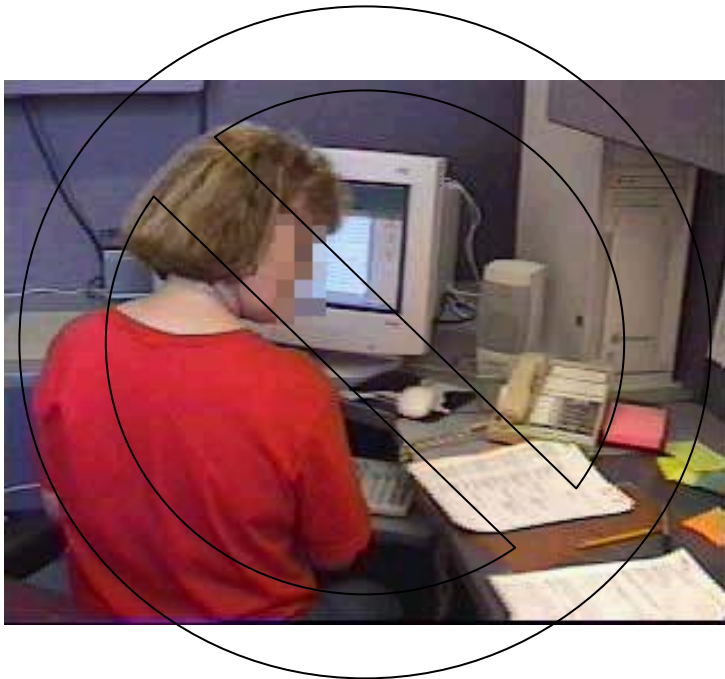
Take a few moments at the beginning of each day to plan.

Put the most frequently used items nearby.

Organize your paper & electronic files.

Do stretching exercises.

Split up computer-intensive tasks with non-computer tasks.



Documents

Don't twist your neck!

Use a document holder.

Position documents next to the monitor.

Keep the screen clean.

Center the monitor with respect to your head.

Keyboard and mouse

Keep the keyboard and mouse at the same height.

Use the least force needed to strike the keys.

Keep your wrists straight and elbows near your sides.

Use both hands for combination keystrokes such as "ctrl-b"

Adjust, adjust, adjust. If you can't adjust, then consider changing equipment so it adjusts to you.