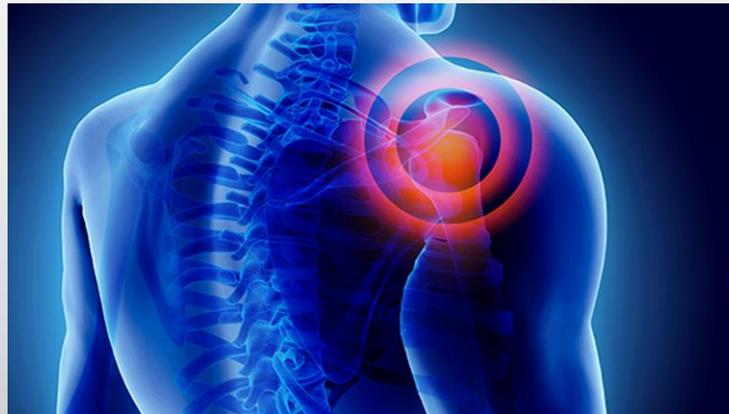


Home Office & Campus Ergonomics

Tips to Help You Avoid Fatigue and Injury



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What is Ergonomics?

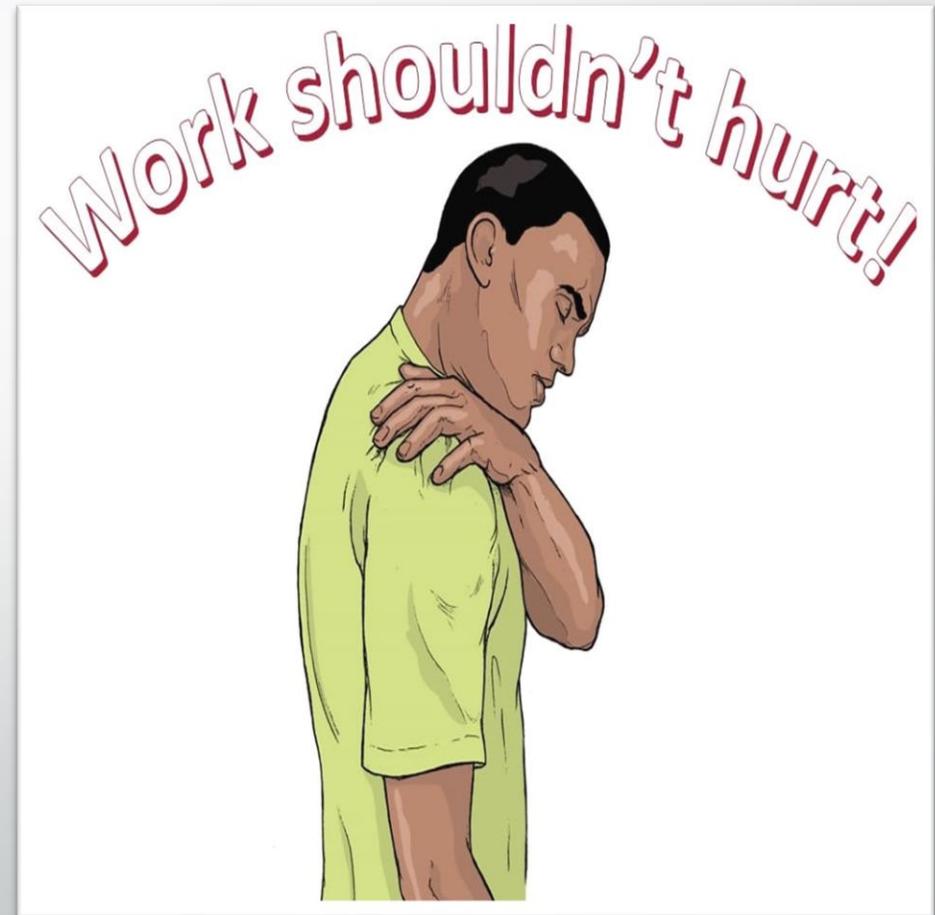


- Ergonomics is the field of study concerned with finding ways to keep people safe, comfortable and productive while they perform tasks at work and home.
- Proper Ergonomics helps to prevent Musculoskeletal Disorders (MSDs) – injuries and disorders of the muscles, tendons, ligaments, joints, nerves, cartilage and spinal disc.

*In other words: Ergonomics is fitting the task to the human;
making your workstation work/fit you!*

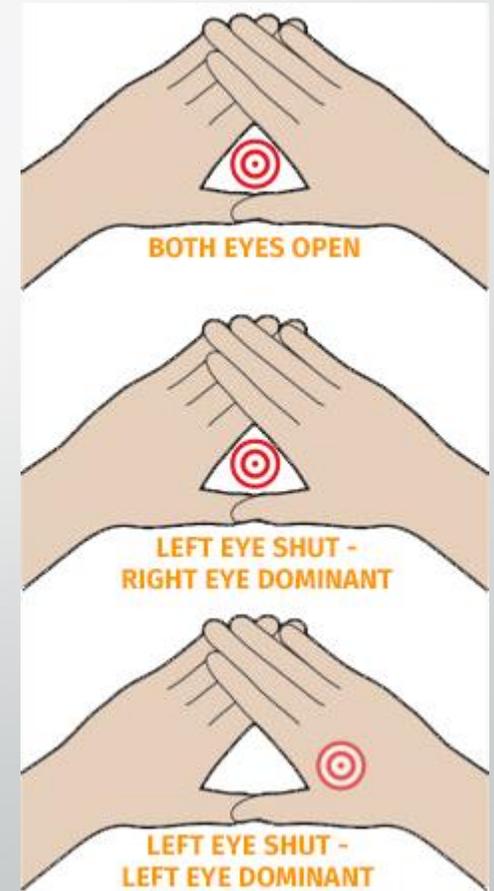
Agenda

- Identify typical components of a workstation
- Locate proper working zones
- Identify proper neutral body posture
- Understand the importance of movement
- Provide helpful ergonomic equipment and tools



Office Workstation Components

- **Laptop**
- **Chair**
 - Adjustable Back Height, Adjustable Armrest, Adjustable Seat Depth and Angle, Adjustable Seat Height, 5 Star Base
- **Desk**
 - Standard desk height is 28" (home office desk height varies)
 - Modifications will vary based on other factors such as one's height
 - Add keyboard tray
 - Add footrest
 - Adjust seat height
- **Monitor(s)**
 - Should be at least an arms length away and in front of the user
 - Monitor should be at a height such that their physical eye height is level with the first line of letters on the screen
 - If there is a primary and secondary monitor, primary monitor should be centered in front of the user and the secondary monitor should be located on the side of the dominant eye. *The chart shows how to determine which is your dominant eye.* →



Check your setup

It is important to work at your elbow height, whether you are seated or standing.

Relax your arms at your sides

Keep elbows stationary

Raise your hands until they are parallel to the ground (90 degree angle)



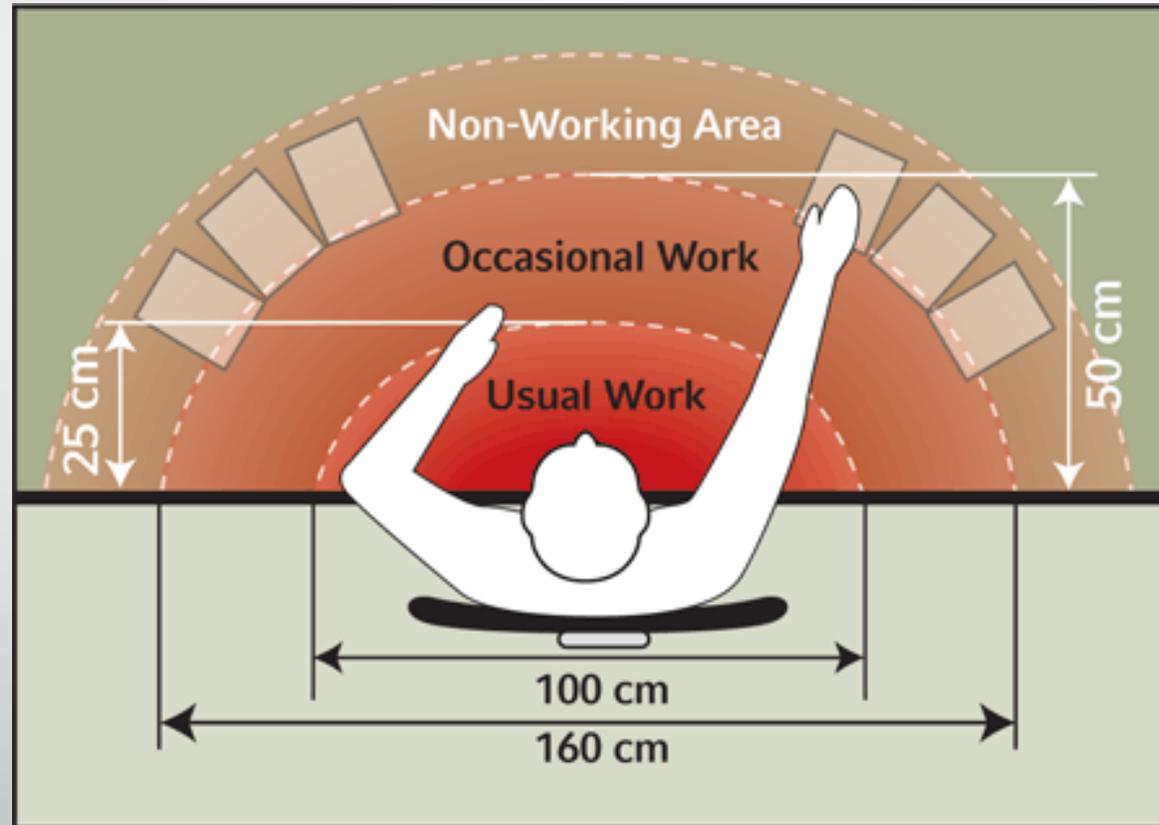


Do Not Overreach!!!

When employees reach outside their neutral zone, the risk of [musculoskeletal disorders](#) increases.

Staying close to your work decreases wasted time and helps employees work faster and safer.

Sit close to your work and keep frequently used materials within reach.



Maintain neutral wrist/arm postures

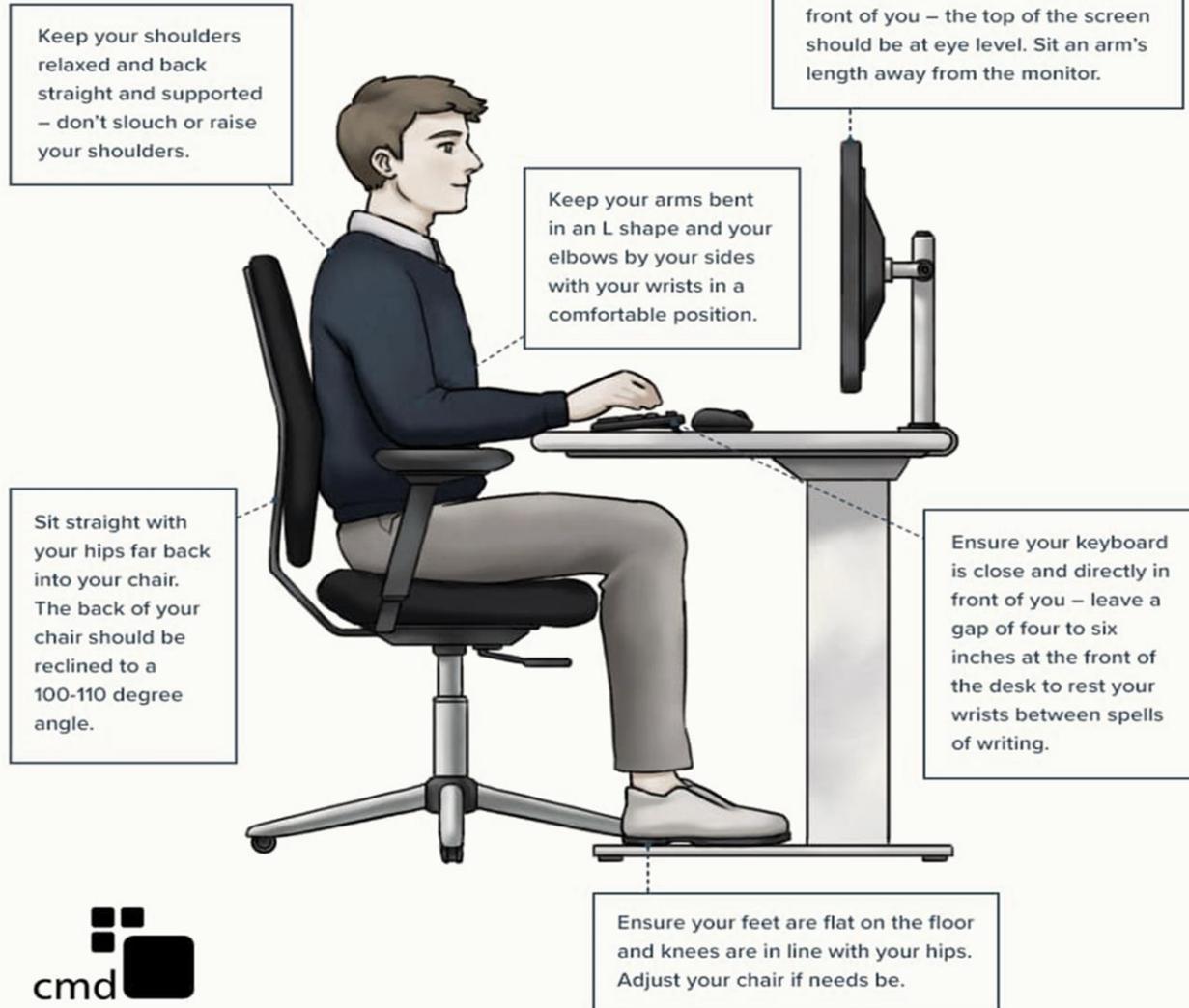
Avoid twisting and bending motions as these types of movements can put pressure on your spine



NO SLOUCHING!

Use your backrest

When we sit on the edge of the chair, our backs are not supported and we can easily revert back to slouching or hunching over our workstation.

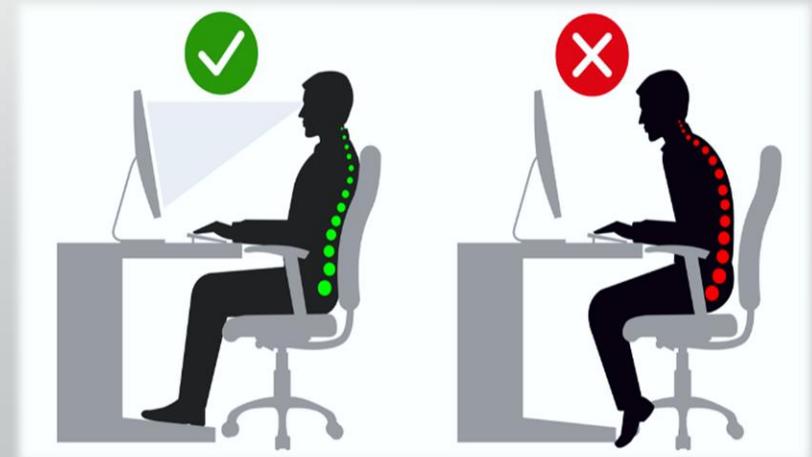
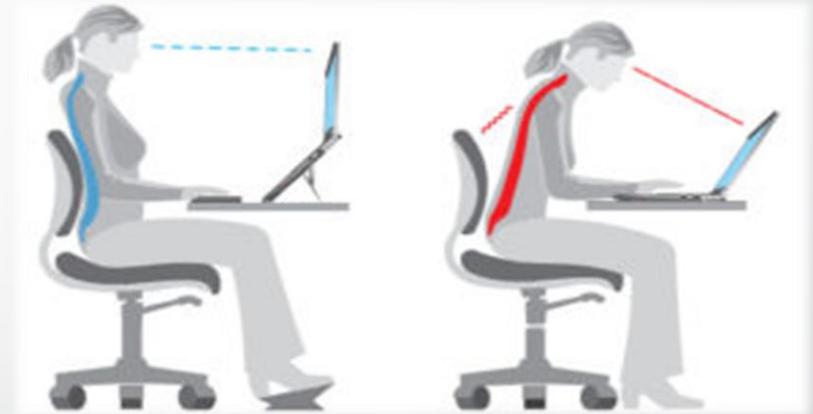


10 Ergonomics Dos and Don'ts

for Those Working from Home

([Carolyn Herkenham](#), a Boston University [Environmental Health & Safety](#) senior specialist and industrial hygienist, and licensed physical therapist [Kelly Pesanelli](#) (CGS'94, Sargent'96,'98), a Sargent College of Health & Rehabilitation Sciences lecturer in health sciences)

1. **DON'T** hunch over your laptop
2. **DO** work at an appropriate height
3. **DO** use an office chair (*if possible*)
4. **DON'T** give up on your current chair
 - If you don't have an office chair at home, you can use put a firm cushion or tightly folded towel under you buttocks. This will raise your hips and increase the curve of your spine, making sitting more comfortable.
5. **DON'T** dangle your feet
 - Place a few books or boxes under your desk so that your thighs are nearly parallel to the floor and your hips slightly higher than your knees. This will reduce stress on your lumbar spine.



6. **DO** follow the 20/20/20 rule

- For every **20 minutes** spent looking at a computer screen, you should spend **20 seconds** looking at something else **20 feet away**. This gives your eye muscles a break.

7. **DON'T** turn your couch into a workstation

- As tempting as it is, the couch is not an optimal place to work at your computer for the entire day. Although it may be comfortable, having your legs or full body in a vertical position can lead to muscle numbness and discomfort.

8. **DO** customize a space to fit you

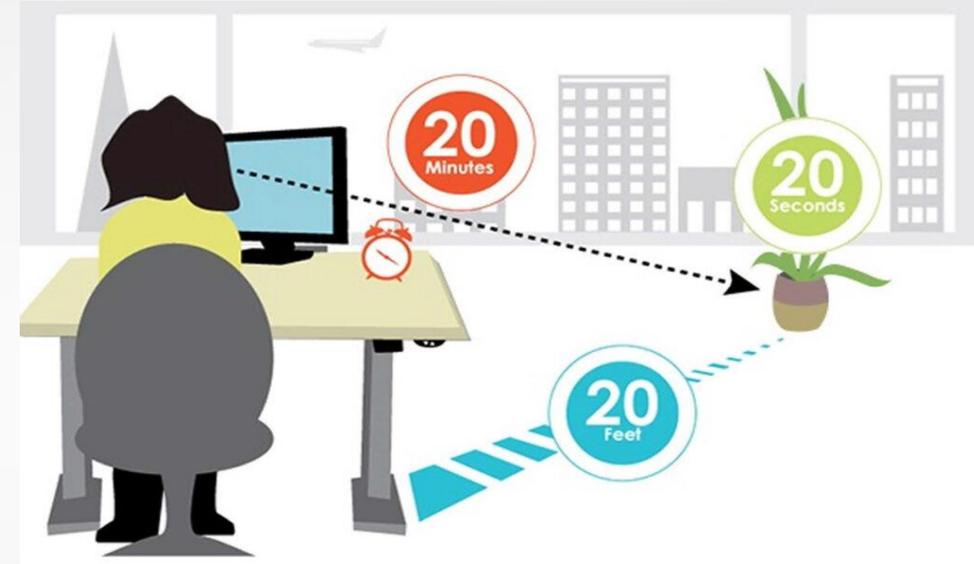
- Try to set up a workstation that you can make entirely your own. If you are the only person using the space, customizing will reduce the time and discomfort of sitting at a station that does not fit you.

9. **DON'T** skip lunch and stay hydrated

- It's easy to snack throughout the day instead of eating like you did in the office. Making a meal and staying hydrated gives you the opportunity to stand up, walk around and let your eyes have a rest from the computer screen.

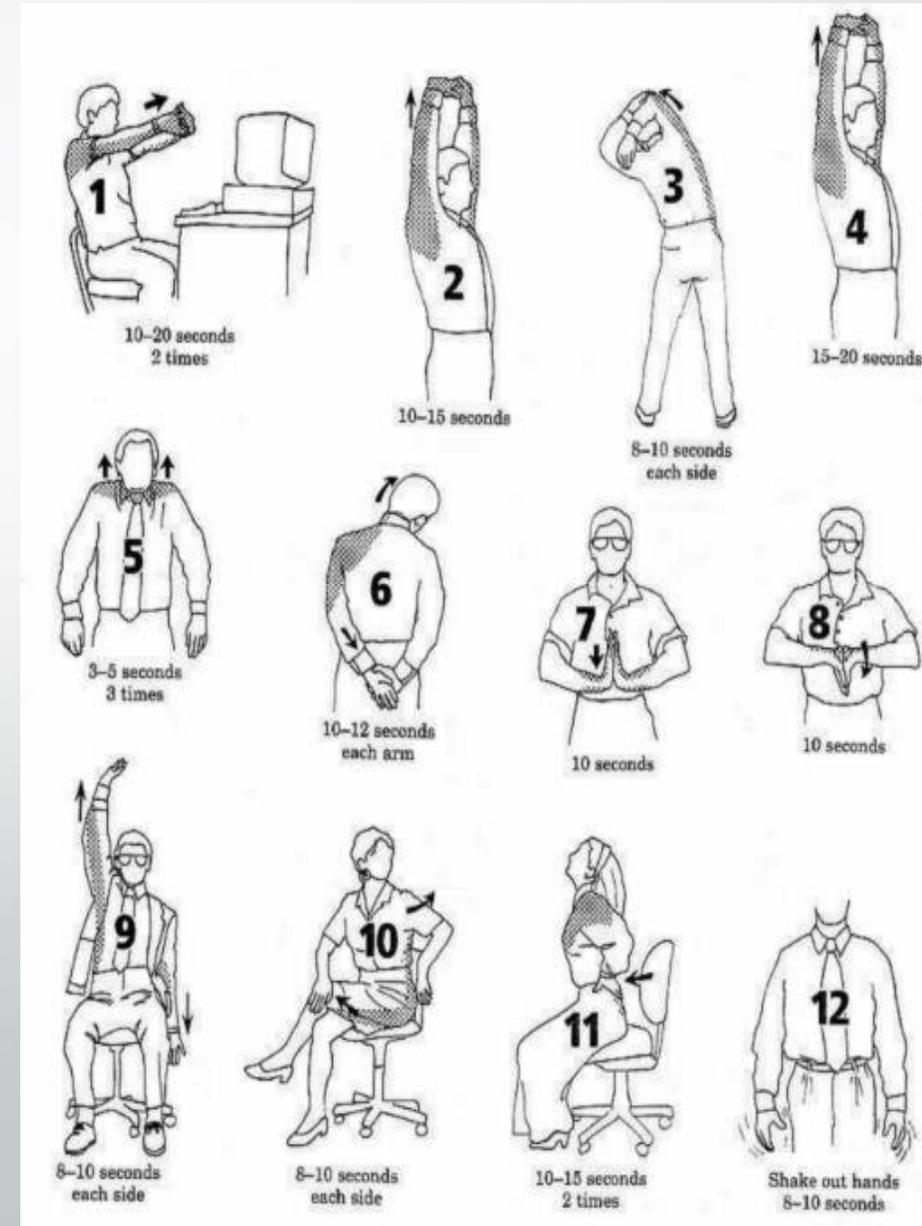
10. **DO** make sure you get up and walk around

- The goal is to get in as many steps as possible during the day, even if you are at home instead of on campus.



Let's Move, Move, Move

- Movement throughout the day is beyond important. Everything from getting up to drink water or walking down the street to get coffee play an important part in our health. Find ways to walk throughout your workday even if it's to another room.
- Current recommendation is 2-3 minutes for every 30 minutes of repetitive work or static postures for a healthy person. *Those with soft tissue injuries or disorders should consult with their physician.* **The idea is to move before your body starts feeling fatigued.**
- Stretches are a great way to alleviate tension around the neck, shoulders and back. Do 1-2 stretches at your desk for 2-3 minutes. Or stand up to stretch out your limbs every 30 minutes
- Some use movement apps to remind them to move such as Stand Up, Stretch Minder and Move Alert. Or you can post a note on your monitor or set your Fitbit, Apple Watch or other wearable to remind you to move.



Mindfulness/Workplace Wellness



- Simply be aware of what your body is telling you throughout the day.
- An easy time to think of what is happening in your body is while you feel fidgety.
- Restlessness is a way of our body telling us we need to change our posture by either standing, sitting, walking or even stretching.
- Use these kinds of signs as ways to ask your body what it's in need of.

Optional Work From Home Tools

Clip on keyboard trays

Prices starting at \$49.99 on Amazon



Keyboard trays help employees obtain and work at their body neutral posture. Working at your body neutral posture alleviates discomforts that may occur from working for extended hours at your work station to include wrist, arms, hands and shoulder discomforts.

Laptop Stand

Prices starting at \$19.99 on Amazon



A laptop stand will raise your notebook screen to eye level, preventing strain on your neck and back caused by a forced downward perspective. The ideal laptop height and angle allows you to view your screen easily without bending or rotating your neck.

Footrest

Prices starting at \$29.99 on Amazon



Keeps body in an upright posture and prevents legs from hanging uncomfortably. Helps with sitting and working at body neutral posture to alleviate discomforts.



Questions???