Environmental Health and Safety

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Office Ergonomics

Any job can take a toll on your body if you don't know how to design your work area to its full ergonomic benefit. There are specific ways you should position your body in an office setting to maximize comfort and avoid strain on your body. Read further to learn how you adjust your office to its ergonomic best.

Breaks

It can be hard on your eyes to stare at a computer screen all day, so it is important to remember to take frequent breaks.

Follow the 20-20-20 rule:

Take a 20 second break from your work every 20 minutes, to look at something 20 feet away from you. This will rest your eyes to help prevent eye strain.

Some symptoms of eyes strain may include blurred vision, headache, and double vision. If you regularly experience these symptoms, you should make changes in your work routine so you can avoid eye strain.

How To Properly Sit at Your Desk

- **Chair:** Knees should be level with hips. Feet should rest flat on floor or footrest. Use a footrest if your feet do not reach the floor after you have adjusted your chair to the proper height.
- **Keyboard and mouse:** Should be close to you, should be able to reach without lifting arms up. When typing, your hands should be level with or slightly below your elbows.
- **Monitor:** Should be in front of you, at arm's length. The top 2" of the screen should be at eye level for single vision.

Resources

Mayo Clinic How-To Guide

Optimize Your Workspace

How To Adjust Office Chairs

Eye Strain

Created by R. Benjamin

Don't learn safety by accident