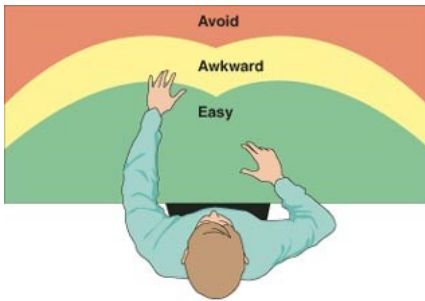


# Environmental Health and Safety

## Make Your Desk Fit You



Everyone has different body measurements. This means that standard furniture configurations must be addressed on an individual basis. To reduce stress and eliminate injuries and disorders associated with the overuse of muscles, bad posture, and repeated tasks we need to design tasks, work spaces, controls, displays, tools, lighting, and equipment to fit each employee's physical capabilities and limitations.



### Neutral Body Postures:

- *Hands, wrists, and forearms* are straight, in-line and roughly parallel to the floor.
- *Head* is level, or bent slightly forward, forward facing, and balanced. Generally it is in-line with the *torso*.
- *Shoulders* are relaxed and *upper arms* hang normally at the side of the body.
- *Elbows* stay in close to the body and are bent between 90 and 120 degrees.
- *Feet* are fully supported by the floor or a footrest if the desk height is not adjustable.
- *Back* is fully supported with appropriate lumbar support when sitting vertical or leaning back slightly.
- *Thighs* and *hips* are supported by a well-padded seat and generally parallel to the floor.
- *Knees* are about the same height as the hips with the *feet* slightly forward.

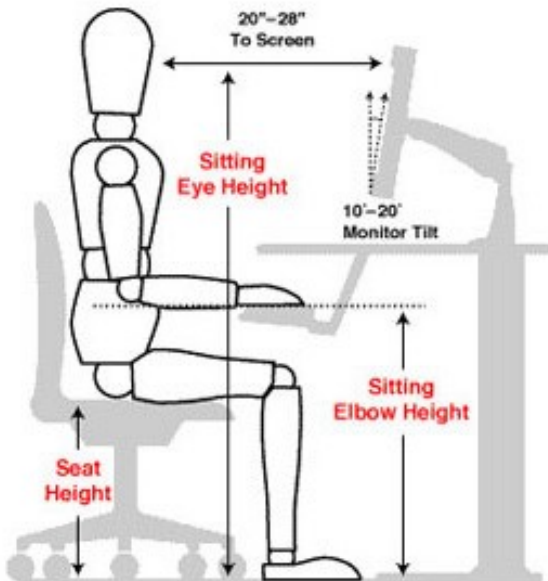
### Neutral Body Positioning

Comfortable working posture where your joints are naturally aligned. Working with the body in a neutral position reduces stress and strain on the muscles, tendons, and skeletal system and reduces your risk of developing a musculoskeletal disorder (MSD).



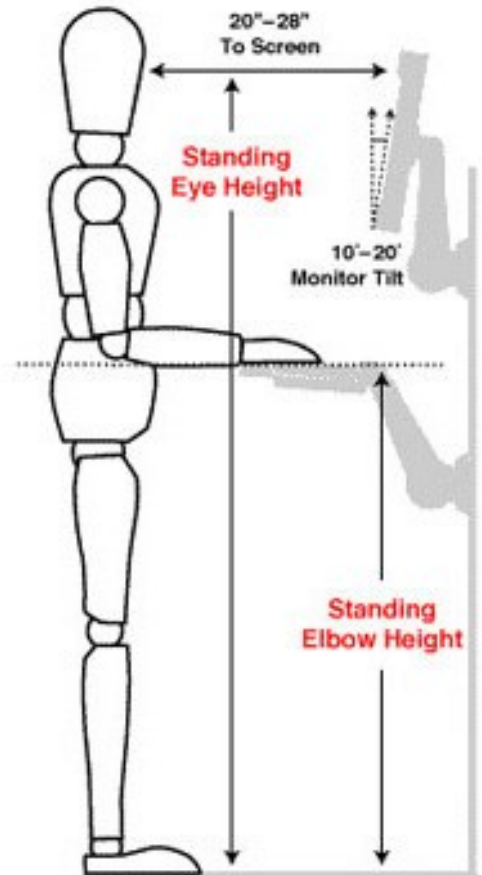
### Change Position Throughout the Day:

- Make small adjustments to your chair or backrest.
- Stretch your fingers, hands, arms, and torso.
- Stand up and walk around for a few minutes periodically.



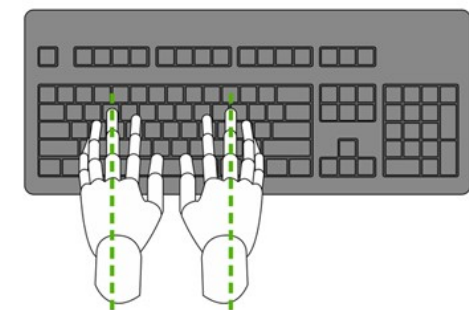
## Most Common Pain Areas:

- 63% Lower Back
- 53% Neck
- 38% Shoulder
- 33% Wrist

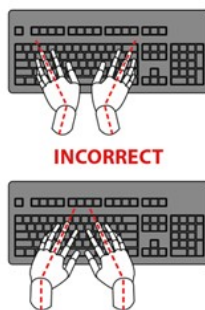
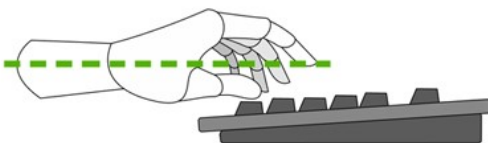


**Flexion:** The process of bending a limb or decreasing the angle between parts of the body.

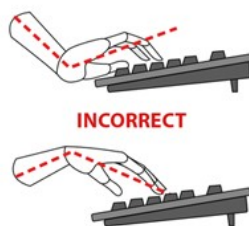
**Extension:** The act of straightening a joint; movement that brings the members of a limb into or toward a straight position.



**CORRECT**



**INCORRECT**



**INCORRECT**

**Hyperflexion:** Extreme or extensive flexion of a joint beyond the normal bent position.

**Hyperextension:** Extreme or extensive extension of a joint beyond the straight position (more than 180°).

## Resources

[CDC: Ergonomics](https://www.cdc.gov/ergonomics/)

[OSHA: Ergonomics](https://www.osha-slc.gov/ergonomics/)

[Institute of Ergonomics and Human Factors](https://www.instituteforergonomics.com/)

[Ergonomics.org](https://www.ergonomics.org/)

[Clark Ergonomics Page](https://www.clarkergonomics.com/)

**Ergonomics: The scientific study of people at work.  
Reducing challenges associated with overuse, posture and repetition.**