Places for ergonomics MA services

* <https://mn.gov/admin/government/risk/safety-loss-control/ergonomics/>

**Fundamentals of Body Positioning During Work Tasks**

*Neutral Sitting*

* Head and neck should sit directly above the torso
* Elbows should be aligned with shoulders and close to the body
* Forearms should be parallel with the floor when bent
  + INSERT ARM RESTS
* Spine should be completely supported by the back of the chair
  + INSERT BACK REST
* Hips should be aligned with the shoulders.
* Thighs should be parallel to the floor.
* Knees should be aligned with the hips; bent at a 90-degree angle
* Ankles should be directly underneath the knees – not out-stretch/tucked towards hips
* Feet flat on the floor
  + [Footrests can be used if needed to promote proper lower body alignment](https://www.officedepot.com/a/products/703058/Mind-Reader-Adjustable-Height-Footrest-4/?utm_source=google&utm_medium=cpc&mediacampaignid=71700000036673867_1418095572&gclid=CjwKCAjwiLGGBhAqEiwAgq3q_kvpR4dDcdaO2BcYN7sLZqc4HsS9-U2dae318ceDoGfbq_jHU2t54hoCMngQAvD_BwE&gclsrc=aw.ds)

**Office Tool Positioning**

**Diagram

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Place frequently used tools and/or material closest to the work or in the primary zone. Place least used items farthest away from the work in the tertiary zone to reduce excessive reaching.

**Head and Monitor Positioning**

*Eye Distance to Monitor*

* Eyes should be at least 18 inches and no more than 38 inches from monitor.
* Font size and screen brightness can be adjusted on the device for optimal comfort.

*Height and Tilt of Monitor*

* The monitor and eyes should be level for optimal performance.
  + Books can be used to stack underneath the monitor to adjust the screen to the proper height.
* The screen should be tilted upwards 15-220 degrees perpendicular to the gaze.

*Making Phone Calls*

* [Headsets with a microphone](https://www.amazon.com/YAMAY-Bluetooth-Cancelling-Headphones-Microphone/dp/B07L13Y3K2/ref=asc_df_B07L13Y3K2/?tag=hyprod-20&linkCode=df0&hvadid=309743312319&hvpos=&hvnetw=g&hvrand=5705742361291135312&hvpone=&hvptwo=&hvqmt=&hvdev=c&hvdvcmdl=&hvlocint=&hvlocphy=9019687&hvtargid=pla-604891174787&psc=1) to allow hands-free talk to maintain a proper posture while working.

*Dual Monitor Use*

* If one monitor is used more often – Position primary monitor directly in front of the worker and place the secondary monitor directly in line with the primary and angled inward at a slight angle of about 30 degrees.
* If both monitors are used equally – Position monitors at equal viewing distances and both at a slight inward angle, with the interior edges of the monitors meeting directly in front of the worker.

Diagram

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**Mouse Options**

* Trackballs
* Joysticks
* Vertical Mouse

**Keyboard Options**

* Modified Standard Keyboard
* Left Hand Keyboard
* Split Keyboard

**Eye Strain**

*Office Lighting*

* Position adjustable lighting to the side of the non-dominant hand to prevent shadow.

*Glare Prevention*

* Reduce on the computer monitor, phone, and tablet screen to prevent eye strain. Position the work desk parallel to the window to eliminate glare.
* Window blinds and light covers may be used to reduce the glare from light sources.
* Anti-glare screen protectors are another option to reduce glare.

*Blue Light Blocking*

* Download [f.lux](https://justgetflux.com/)
* [Blue light blocking glasses](https://www.amazon.com/Blue-Light-Blocking-Glasses-Prescription/dp/B085VSWBHF/ref=sr_1_3?crid=1OW9OKDHR2Q16&dchild=1&keywords=blue+light+glasses&qid=1624039493&sprefix=blue+light+%2Caps%2C196&sr=8-3)
* Blue light screen protectors for phones, tablets, & computers

**Movement**

*Break Reminders*

* Use tools such as alarms and phone applications to schedule breaks throughout the workday.

*Task Breaks*

* Stagger tasks to incorporate movement breaks into the day. For example, get up to use the bathroom, get a drink of water, fold laundry, retrieve items from the printer, etc.

*Stretch Breaks*