

Monitor

- Position the monitor directly in front of you at a distance of 16-29 inch from your eyes.
- Adjust your terminal.
- Documents should be positioned between the monitor and the keyboard on a slant board.

Ergonomic Benefits

- * Better work habits
- * Reduce or eliminate discomfort
- * Improved Productivity
- * Reduce or eliminate time off work
- * Reduce or eliminate doctor visits



Cañada College • College of San Mateo • Skyline College

Chancellor's Office & Cañada College

Ingrid Melgoza

Email: melgozai@smccd.edu

Tel: (650) 358-6724

College of San Mateo

Jim Vlahos

Email: vlahosjames@smccd.edu

Tel: (650) 358-6804

Skyline College

Jennie Elizalde

Email: elizaldej@smccd.edu

Tel: (650) 358-6822

Please contact Human Resources to conduct an ergonomic assessment.

Ergonomics is the applied science of improving the match between people and work.

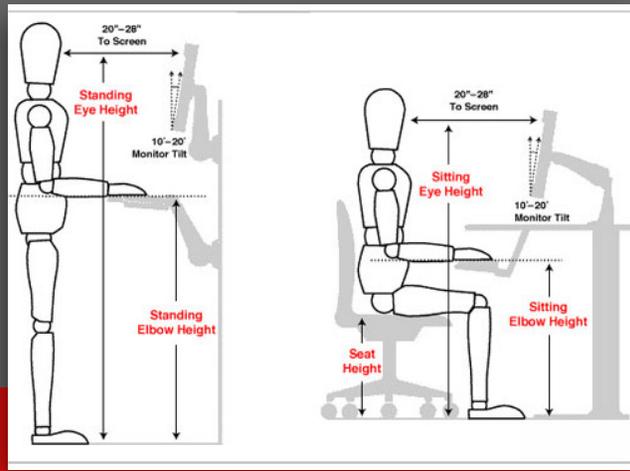
ERGONOMICS IN THE OFFICE



Onsite workstation assessment by a Certified Professional Ergonomist includes:

- * Complete documentation of musculoskeletal risk factors
- * Review of existing equipment
- * Recommendations for further improvement.

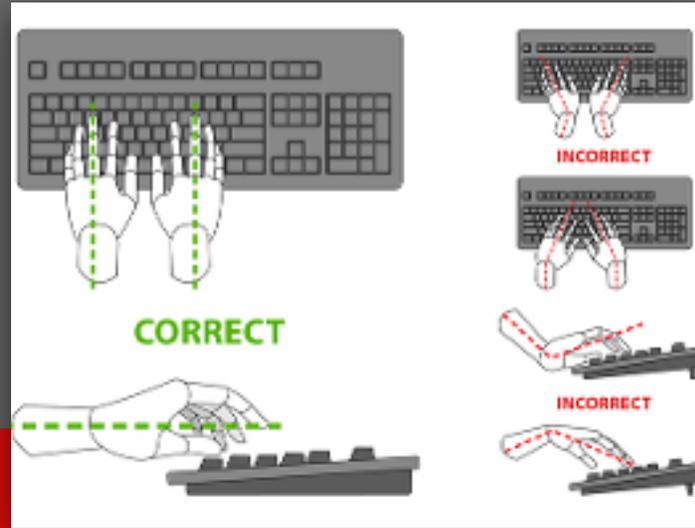
Implementation assistance to ensure workstation enhancements are installed properly and correctly utilized by an employee.



Chair

A well-designed chair allows the user to sit in a balanced position. Buying an **Ergonomic chair** is a good beginning but it must be combined with a proper posture to maximize the benefits!

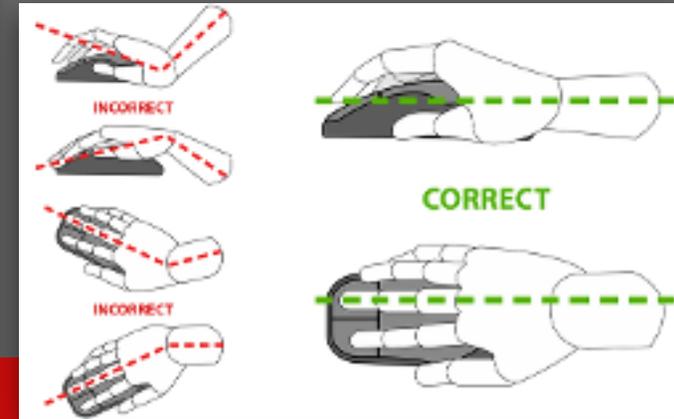
- Feet should be positioned flat on the floor or on a footrest.
- Upper legs should rest comfortably in a horizontal or slightly downward position.
- Adjust the backrest.
- Adjust the chair height.



Keyboard

An **Ergonomic keyboard** is a computer keyboard designed with ergonomic considerations to minimize muscle strain and a host of related problems.

- Keyboard should be placed in front of the monitor.
- Keyboard should be flat (level) or in a downward slope.
- Palm rests when used shouldn't create pressure on the wrist or palm.
- Keyboard should be placed about one to two inches below the desktop.



Mouse

An **Ergonomic mouse** is designed to put you in a more neutral position, allowing you to work comfortably, reducing strain, and helping prevent and alleviate long-term repetitive stress injuries.

- Keep your fingers relaxed and slightly curved.
- Do not rest your forearm or wrist on the edge of the desk.
- Keep your wrist straight.
- Take your hand off the mouse when you are not using it.

When we talk about office ergonomics, what we mean is sitting with neutral postures, adjusting and locating equipment for comfort, being watchful for health problems, and using fatigue-reducing techniques while working.