

# Ergonomic Workstation

## POSTURE

Sit all the way back into the chair for proper back support. Back and neck should be comfortable straight ahead. Knees should be slightly lower than hips. Do not cross legs or shift weight to one side. Periodically get up and walk around.

## SCREEN

Eye should be level or slightly lower (1"-2") from the top of the screen. The screen should swivel horizontally and tilt vertically. User should remain between 18"-28" from the monitor.

## KEYBOARD

Position the keyboard at elbow height so that elbows can maintain a slightly open angle (90 degrees or greater). Key with your elbows parallel to the floor or angled slightly downward while keeping the wrists straight.

## DOCUMENT HOLDER

The document holder should be placed in between the keyboard and the monitor so that it is 'in-line' so the eyes can remain focused as they look from one surface to the other, and neck movement minimized.



## CHAIR

Back contours should follow your back. Adjust chair height so that you do not feel pressure on your tailbone (seat too low) or lower thighs (seat too high). Adjust chair height and seat back so that you can key with straight hands and wrists, and knees and hips create a 90° angle or slightly greater.

## FEET

The entire sole of the foot should rest comfortably on the floor or footrest, and point towards the workstation.

## DESK

A comfortable desk height is particularly important if you keep the keyboard on your desk. The work area should allow for leg room and posture adjustments.

## Special Services

Space Planning & Workstation Design  
Workstation Retrofitting  
Product Evaluation

## Professional Staff

Licensed Occupational Therapists  
Certified Hand Therapists  
Architectural Designers  
Office Space Planners  
Licensed Contractor

## Professional Experience

- Over 25 years combined experience in Occupational Therapy.
- Over 30 years combined experience performing on-site workstation evaluations and work site modifications.
- Over 30 years combined experience in Architecture, Office Space Planning, Commercial Interiors, and Workstation Design.
- 11 years experience managing hand therapy programs, return to work programs, and injury reduction programs.

## References

Union Bank of California, Hewlett Packard Company, Applied Biosystems, Underwriters Laboratories, Bayer Corporation, C-Net, SAP Labs, Inc., The Packard Foundation, Bank of America, Industry Standard, The Capital Group Company, Transamerica Corporation.



**ON-SITE WORKSTATION  
EVALUATIONS**

**ERGONOMIC WORKSHOP  
TRAINING**

**OFFICE SPACE  
PLANNING & DESIGN**

**WORKSTATION  
RETROFITTING**

**STANDARD & CUSTOM BUILT  
ERGONOMIC PRODUCTS**

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## Benefits

The health & safety concerns associated with computer usage have become evident in the work place. An outgrowth of these developments has created a need for ergonomics.

Today, the new challenge is to provide a safe and comfortable work environment for computer users due to the injuries associated with computer usage.

Ergo Works provides Ergonomic Workshop Training, On-Site Workstation Evaluations, Workstation Retrofitting, Office Space Planning, and Product Evaluations aimed at preventing disorders resulting from computer usage and promoting a safe work environment.

Companies realize the following benefits from Ergo Works' services and products:

- *Increased worker productivity*
- *Improved employee morale*
- *Increased job satisfaction*
- *Decrease in work related injuries*
- *Decrease in workers' compensation costs*
- *Decrease in rehabilitation costs*
- *Lower absenteeism*

## Ergonomic Workshop Training

### End User Training

To review musculoskeletal, visual, and environmental issues that relate to computer usage.

To conduct product evaluation and demonstration of ergonomic aids.

To build an ergonomically correct workstation using the client's existing inventory with selected ergonomic aids.

### Management Training

Designed to increase management awareness of problems and concerns associated with computer usage.

Provide management with a set of "tools" that will enable them to implement a safe and comfortable environment for computer users.

### Train the Trainer

Includes on-site workstation evaluations for training purposes and a critique of trainers conducting on-site workstation evaluations.

## On-Site Workstation Evaluations

- *To provide individual on-site workstation evaluations to include proper seating and posture, keying position, monitor height and distance, control of glare and reflection, lighting, and alignment of equipment.*
- *To provide a reference card with reminders for safe workstation set up and posture.*
- *To provide a written report that includes recommendations, corrective action performed on-site, and an optional floor plan.*

### Available in Three Options

#### Condensed Ergo Evaluation:

Cost and time effective; ideal for large groups on a preventive basis.

*Average time per end user: 30 – 45 minutes*

#### Standard Ergo Evaluation:

Recommended for early intervention. Includes written report of findings and recommendations.

*Average time per end user: 1.5 – 2 hours*

#### Comprehensive Medical Ergo Evaluation:

Fully documented report includes photos of end user's posture, and recommendations for behavioral postural, ergonomic adaptive devices. Workstation design recommendations includes easy to read scaled floor plan with workstation layout recommendations.

*Average time per end user: 2.5 – 3 hours*