

ERGONOMIC WORKSPACE

MAINTAIN YOUR HEALTH WITH AN ERGONOMIC WORKSPACE

According to the Occupational Safety and Health Administration (OSHA), 95 percent of an office worker's day is spent sitting in front of a computer, which can lead to a negative impact on your health. Extended sitting can lead to long-term muscle aches, poor posture and joint pain if proper exercises and stretches are not implemented into your daily routine. According to OSHA, musculoskeletal injuries resulting from poor workplace ergonomics account for 34 percent of all lost workday injuries and illnesses. Protect your body and improve your posture by having an ergonomic workspace. Some tips you can follow are:

- Ensure your chair is adjusted so your feet rest on the floor and your knees are level with your hips; use a footrest if your chair is too high for you to comfortably rest your feet on the floor
- Use a cushion between the curve of your back and the back of your chair if you start to feel strain or discomfort from day-to-day sitting
- Keep items you regularly use – including the telephone or a stapler – close to your body to avoid unnecessary stretching throughout the day
- Position your computer mouse close to your keyboard, and keep your wrist relaxed when using the mouse
- Keep your wrist in a straight position when typing – not bent up or down – and consider using a wrist rest to help minimize stress
- Use a headset instead of cradling a phone between your head and neck to eliminate strain
- Pay attention to your posture; keep your body centered in front of your monitor and keyboard, and your thighs horizontal with your knees
- Make sure you have plenty of space under your desk for your legs, knees and thighs; having a desk at least 19 inches deep, 30 inches wide and up to 34 inches high is recommended (depending on your height)
- Keep your monitor about at an arm's length in front of you



CHECK YOUR POSTURE

- Head, neck and torso should be upright and facing forward
- Upper arms should be close to the body with your forearms parallel to the floor
- Hips should be at an angle that is slightly higher than your knees
- Thighs should be parallel and lower legs perpendicular to the floor
- Feet should be flat on the floor

BE SURE TO STRETCH

- Remember to take breaks and stretch every 60 minutes
- Listed below are quick and easy stretches employees can perform without leaving their workspace
 - Grasp the back of your elbow, stretch your arm over your head, hold for 5 seconds and then alternate arms
 - Turn your head side to side, holding on each side for 5 seconds
 - Bend over with your arms straight out, attempt to touch your toes and hold for 10 seconds. Repeat this exercise throughout a 5-minute period
 - Place your chin on your collarbone, rotate side to side for ten seconds
 - Take your arm by the back of the elbow, stretch it across your chest and hold for 5 seconds; alternate arms
 - The lower-back stretch – bow your elbows out and rotate your torso side to side for 10 seconds; repeat throughout a 2-minute period ■



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