



Basic Office Ergonomics

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ADA Compliance Program
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Disclaimer

The material presented during this session is for informational purposes only. Neither the content nor the delivery of the content is or shall be deemed to be legal advice or legal opinion. The audience cannot rely on the content delivered as applicable to any circumstance or fact pattern.

The information provided is not a substitute for professional legal advice, and is not binding on the ADA Compliance Program or the State of Alaska.

Basic = Non-medical

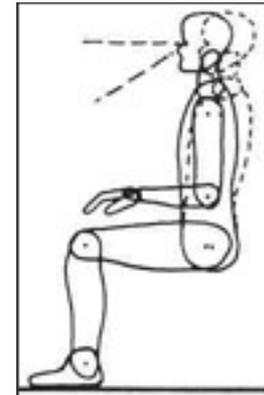
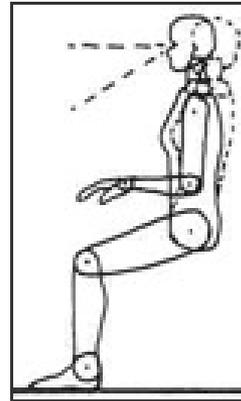
- This basics session is to aid with application of basic office ergonomics principles, and should not be construed as providing medical advice.
- Participants are advised to consult an ergonomics professional, occupational or physical therapist, or other medical professional(s) regarding medical issues.

Overview

- **Neutral postures**
- **Ergonomics settings**
 - Chair
 - Monitor
 - Mouse
 - Desk
 - Keyboard
 - Peripherals
- **Exercises**
- **Resources**

Neutral Postures in Office Environments

Neutral postures can make workstations more comfortable by minimizing stress on the musculoskeletal system.



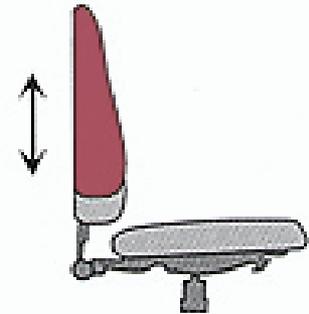
Source of pictures and drawings: [Occupational Safety and Health Administration](https://www.osha-slc.gov/)

Chair Settings

- ***Adjust chair height*** to keep feet flat on the floor or on a foot rest.
- ***Adjust back height*** to support lumbar and curve of the spine.



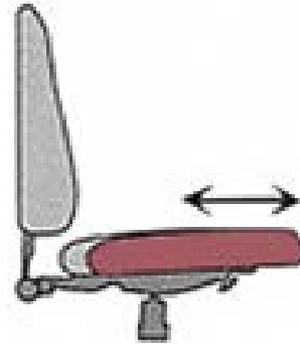
chair height
adjustment



back height

Chair Settings

- ***Slide seat pan*** to a couple inches behind the knee.
- ***Tilt back*** 100°-110° to keep an upright, but slightly reclined posture.
- ***Set arm rests*** to elbow height. Retract or remove them if they restrict movement.



seat depth

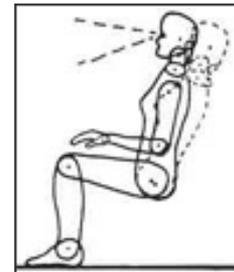
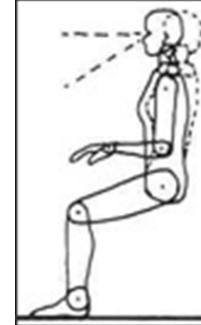
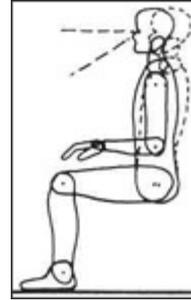


tilting back

Chair Positions

When

- **Upright**, keep the seat horizontal to the floor.
- **Declined**, raise the chair a few inches and slope the seat forward about 8°.
- **Reclining**, recline the seat back 10°-20° and extend feet slightly. Avoid neck strain.



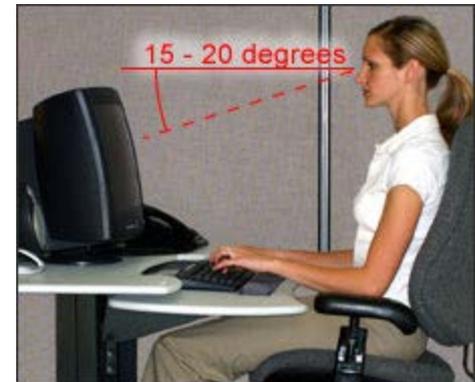
Desk

- ***Avoid contact stress:*** Set about an inch or two below bent elbows and use a wrist rest.
- If desk height is fixed, try elevating your seat by
 - using a declined position, or raising the chair height and using a foot rest.



Monitor

- **Angle** perpendicular to sunlight or adjust blinds.
- **Favor** one monitor and use the other less frequently.
- **Center** on body 20 to 40 inches away.
- **Set** top of screen at eye level.

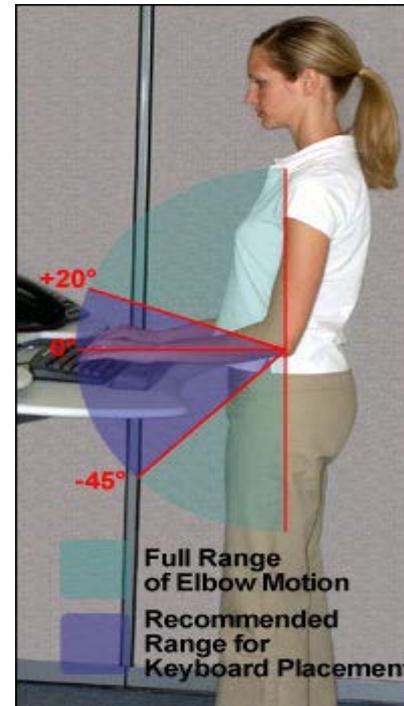


Keyboard

- **Set keyboard tray at elbow height** on tray or desk.
- **Move keypad to center** of body (use the “B” key).
- **Retract lifts** (“feet”).
- **Angle tray forward 5-10°** for ideal setup. Or use flat setup.
- **Rest wrists** lightly on a wrist rest when not typing.



Angle up may stress wrist



Too close



Too Far

Mouse

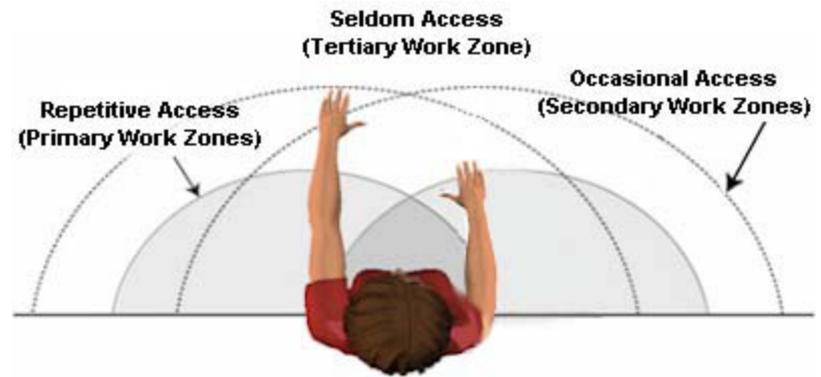
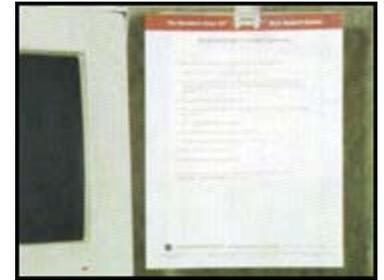
- ***Place mouse on same surface*** as keyboard.
- ***Switch hands*** when mousing to reduce stress.



Upper – appropriate

Peripherals

- **Place most used** items within reach.
- **Wear headset** while on the phone for long periods.
- **Set document holder** in front of the monitor at a 35° angle, or alongside the monitor.
- **Organize** reference materials for easy access.
- **Store items** with adequate maneuvering space, inside pull-out drawers or on shelves. Place heavier items lower





Exercises

(Consult a health care professional before attempting exercises.)

Perform every 20 minutes to one hour:

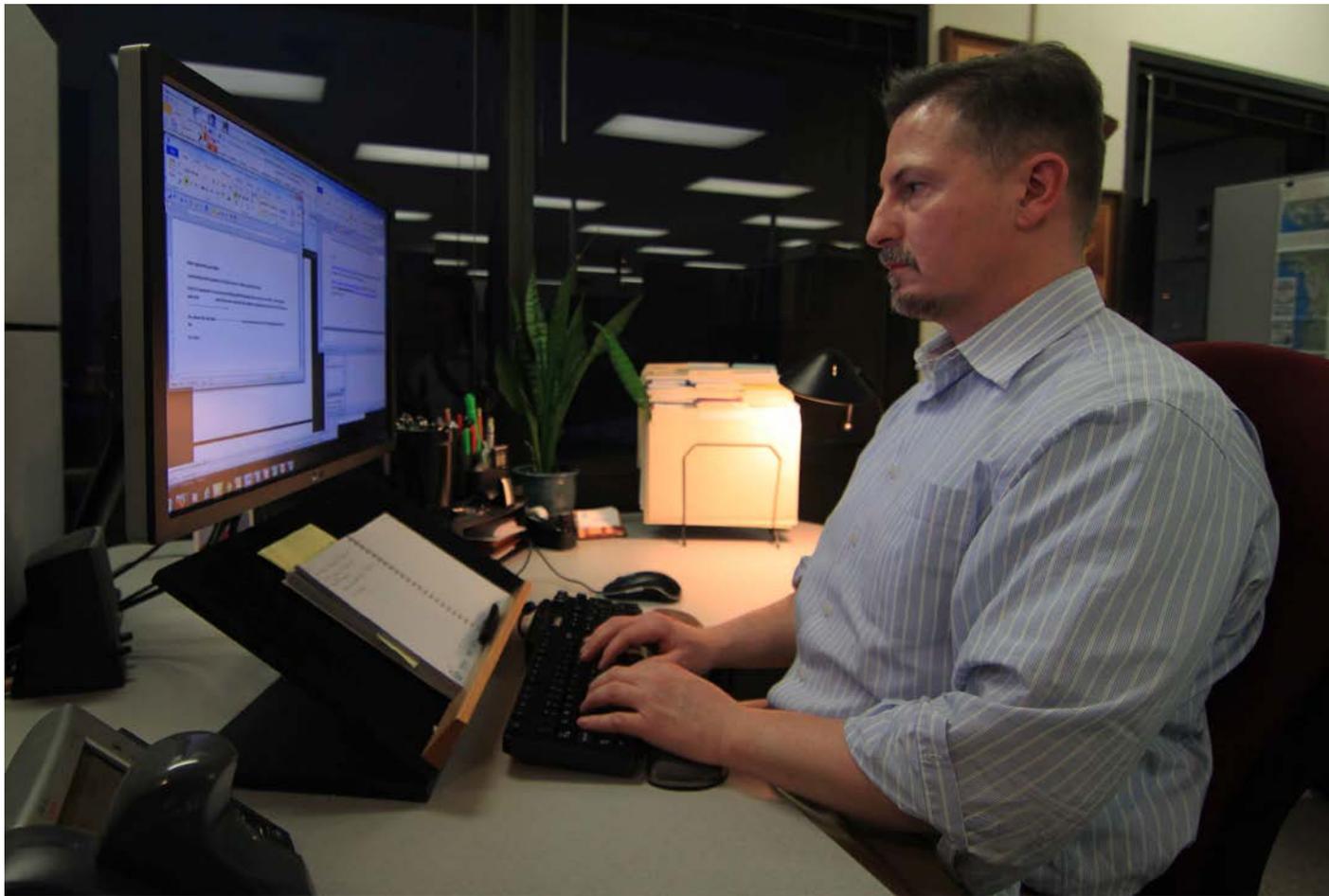
- ***Look away*** from the monitor into the distance.
- ***Vary tasks*** and seating positions to avoid repetition.
- ***Stretch*** using shoulder shrugs, neck rolls, ankle rotations, leg and arm extensions, hand-shakes, & finger spreads.
- ***Remember*** to keep an upright posture with shoulders back.
- ***Relax*** and/or stand briefly to relieve hands, posture



Chair



Upright - Desktop





Upright





Inclined

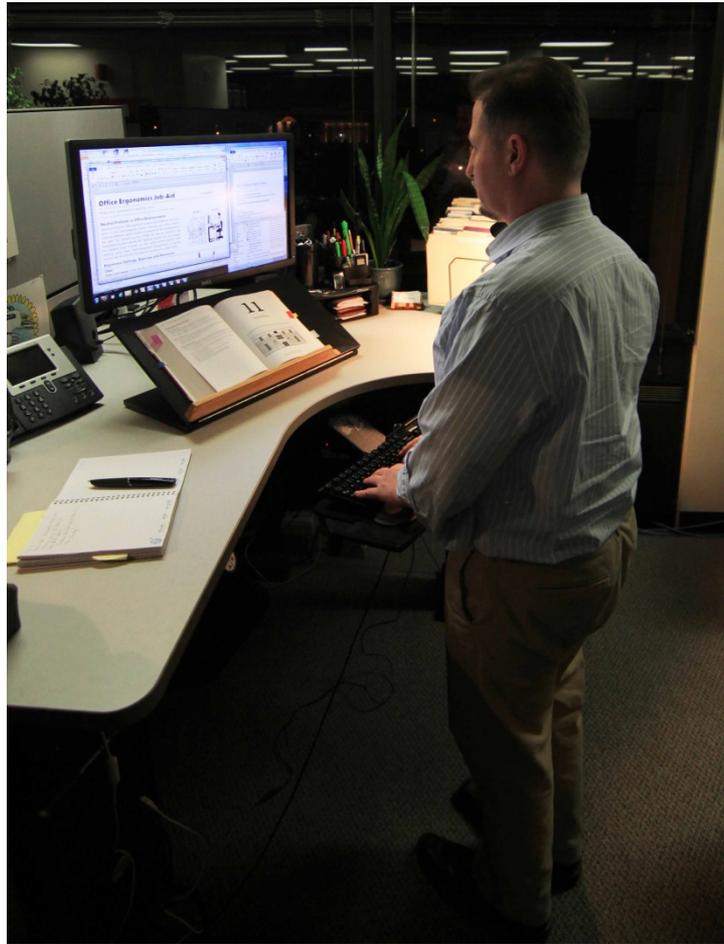




Reclined



Standup – Upright



Resources

[State ADA Coordinator's Office](#)

[Occupational Safety and Health Administration](#)

[National Institute for Occupational Safety and Health](#)

[Job Accommodation Network](#)

[Computer/Electronics Accommodation Program](#)

[USDA Target Center](#)

[Washington State Department of Labor and Industries](#)

[Cornell University Ergonomics Web](#)



ADA Compliance Program

[Home](#) [Request Access or Accommodation](#) [Contact](#)

[My Role Is](#) [About the Office](#) [Resources](#)

Department of Administration > State ADA Coordinator > Home

State ADA Coordinator's Office

Working to Make Alaska Modern and Accessible

The Americans with Disabilities Act (ADA) compliance program coordinates statewide implementation of disability rights laws to ensure people with disabilities have access to jobs and services within the executive branch of state government. Administrative Orders [262](#) and [129](#) establish the ADA compliance program and set the controlling policies in regard to disability issues.

Request Access or Reasonable Accommodation

- [Employee](#)
- [Member of the Public](#)

Resources

My Role Is

- [Member of the Public](#)
 - [Get/learn about access](#)
 - [Get/learn about Reasonable Accommodation](#)
 - [File a complaint](#)
- [Employee or Supervisor](#)
- [Human Resources](#)
- [Service Provider](#)
- [Procurement](#)
- [Facilities](#)
- [ADA Coordinator](#)
- [Web, Content, or IT Professional](#)

Hot Topics

- [Mobility Devices Guidance](#)
- [Effective Communication Guidance](#)
- [U.S. DOJ Proposed Rule on ADA Amendments Act](#)
- [Ergonomics Job-Aid \(PDF\)](#)
- [News and Highlights](#)
- [Accommodation Resources](#)
- [Accessible Recreation Facilities](#)
- [Training](#)
- [Forms and Guidance](#)
- [Accessible Facilities](#)

Contact Us

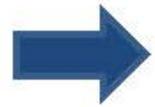
- [State ADA Coordinator](#)
- [Department ADA Coordinators](#)

Information

- [Accommodation Resources](#)
- [ADA Coordinator Contact](#)
- [Facilities Access](#)
- [Information Access](#)
- [Recreation Access](#)
- [News and Highlights](#)

Tools

- [Effective Communication](#)
- [File a Complaint](#)
- [Forms and Guidance](#)
- [Training](#)





ADA



AMERICANS WITH DISABILITIES ACT

THE POLICY OF THE STATE OF ALASKA IS THAT

No qualified individual with a disability shall be excluded, by reason of such disability, from participation in or be denied the benefits of the service, programs, or activities of a state agency; or be subjected to discrimination by any such agency.

Each agency shall operate each of its services, programs, and activities so that a service, program or activity, when viewed in its entirety, is readily accessible to and usable by individuals with disabilities.

No agency shall discriminate against a qualified individual with a disability because of the disability of such individual in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, and any other term, condition, and privilege of employment.

REASONABLE ACCOMMODATIONS OR MODIFICATIONS ARE AVAILABLE FOR

Citizens to register or participate in state programs, services, or activities.

Applicants in the interviewing and selection process.

Employees to perform the essential functions of their jobs.

IF YOU NEED HELP

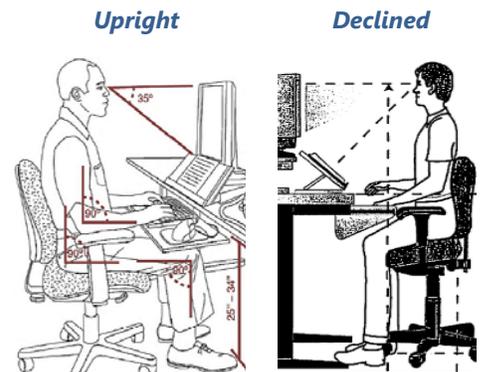
Or believe you or others have been discriminated against on the basis of disability, contact the agency ADA coordinator at www.Alaska.gov/ADA or one of the following offices:

Make your workstation work for you!

Consult a health or ergonomics professional for individual needs.

Neutral Postures in Office Environments

Neutral postures can make workstations more comfortable by minimizing stress on the musculoskeletal system. Although each office worker's needs are different, experts usually recommend the two arrangements to the right. The "upright" position shows the seat and keyboard tray horizontal to the floor, whereas the "declined" position tilts them forward at a negative slope. A worker can also achieve neutral postures while standing using similar desktop/keyboard arrangements. A reclining position may be used with the keyboard tray flat or at a slight incline.



Ergonomic Settings, Exercises and Resources

Chair

Adjust chair height to keep feet flat on the floor or on a foot rest.

Adjust back height to support lumbar and curve of the spine.

Slide seat pan to a couple inches behind the knee.

Tilt back 100°-110° to keep an upright, but slightly reclined posture.

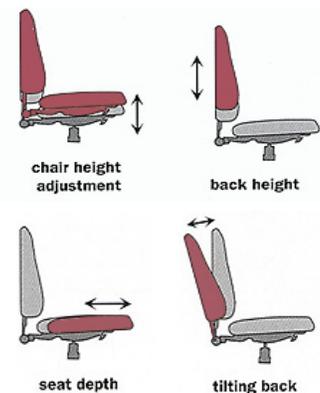
Set arm rests to elbow height. Retract or remove them if they restrict movement.

Positions – When:

Upright, keep the seat horizontal to the floor.

Declined, raise the chair a few inches and slope the seat forward about 8°.

Reclining, recline the seat back 10°-20° and extend feet slightly. Avoid neck strain.



Desk

Set about an inch or two below bent elbows. If desk height is fixed, try elevating your seat by

- using a declined position, or
- raising the chair height and using a foot rest.

Monitor

Angle perpendicular to sunlight or adjust blinds.

Favor one monitor and use the other less frequently.

Center on body.

Set top of screen at eye level.

Keyboard and Mouse

Set keyboard tray at elbow height on tray or desk.

Move keypad to center of body (use the "B" key).

Retract lifts ("feet").

Angle tray forward 5-10° for ideal setup. Or use flat setup.

Rest wrists lightly on a wrist rest when not typing.

Place mouse on same surface as keyboard.

Switch hands when mousing to reduce stress.

Peripherals

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Store items with adequate maneuvering space, inside pull-out drawers or on shelves. Place heavier items lower.

Exercises

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Perform every 20 minutes to one hour:

Look away from the monitor into the distance.

Vary tasks and seating positions to avoid repetition.

Stretch using shoulder shrugs, neck rolls, ankle rotations, leg and arm extensions, hand-shakes, & finger spreads.

Remember to keep an upright posture with shoulders back.

Relax and/or stand briefly to relieve hands, posture, etc.

Resources

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[Cornell University Ergonomics Web](#)

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www.Alaska.gov/ADA