

Helpful Hints

1. While typing, your wrists, hands, and forearms should be parallel to the floor. Keeping your wrists straight (Flat).
2. Keep your elbows close to your sides when typing. This will minimize the outward or inward bend of your hands on the keyboard.
3. Whenever you stop typing for a while, get into the habit of dropping your hands into your lap for a rest.
4. Set monitor colors to off whites, light browns or light grays to reduce glare. Don't use whites, black, dark blues or bright yellows, they will increase glare.
5. Keep your monitor screen tipped slightly down to reduce glare from overhead lights
6. Your phone should be on the opposite side of your desk as the hand you write with.
7. Most often used items should be within easy arms reach without standing or bending.
8. If you have pain at the end of the day from doing your job, you need to make some adjustments to the setup of your work area or the ways you do your job. To schedule a complete ergonomic assessment of your work area please call Cody Pelletier, Human Resources Department at X6838.

Other Helpful Tips

1. Arrange frequently used items within easy reach to avoid extending your arms or leaning.
2. Periodically focus on an object at least 20 feet away from your work area. Blink often to keep your eyes moist and clean.
3. Large heavy binders should be sectioned into smaller binders.
4. Vary your job tasks as much as possible to reduce fatigue and monotony, breaking up long periods of keying or other tasks.
5. Periodically recheck your chair adjustment (they change over time and may not still be set correctly for you).



Debbie Carrington
San Mateo Community College District
Human Resources Department
Phone: (650) 358-6804
Fax: (650) 574-6574
E-mail: carrington@smccd.edu

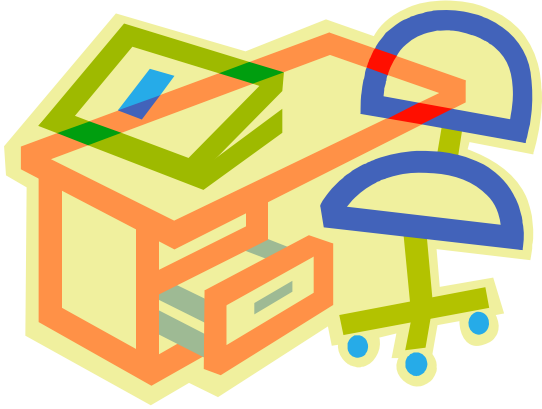


You Can Adjust Your Work area!

This brochure will help you set your workstation to maximize your comfort and reduce physical stressors.



Workstation Adjustments



How can I feel better at work?

Chair Adjustments

1. Feet should be positioned flat on the floor or on a footrest.
2. Upper legs should rest comfortably in a horizontal position or slightly downward to the floor.
3. Sitting against the backrest, there should be two to three fingers of clearance from the back of the knees to the edge of the chair seat.
4. Adjust the chair height to keep your elbows at your side and forearms parallel with the floor while maintaining your wrists flat when keying or using the mouse.
5. Adjust the backrest so the curve of the chair “hits” the curve of the low back.

Monitor Position

1. Position the monitor directly in front of you at a distance of 16 to 29 inches from your eyes.
2. Adjust your terminal so that the top most line of the screen is at eye level. Bifocal or Trifocal users will need to lower the monitor to allow the head to be in a neutral position (this is about 2 to 4 inches lower than other users).
3. Documents should be positioned between the monitor and the keyboard (or as close as possible) on a slant board or document holder.
4. If you re-adjust your chair, you will need to re-adjust your monitor and keyboard.

Keyboard

1. The keyboard should be placed directly in front of the monitor.
2. The Keyboard should be flat (level) or in a downward slope away from the user. Do not raise the legs on the bottom of the keyboard.
3. Wrist rests and palm rests when used should not create pressure on the wrist or palm. They should provide support for the wrist or palm area of the hand. Gel type supports work best.
4. The Keyboard should be placed about one to two inches below the desktop to provide maximum benefit.
5. Studies have shown that the “Ergonomic Keyboards” do not provide any marked improvement over normal keyboard. Any special needs will be evaluated on a case by case bases and medical information may be needed.

Mouse or Pointer use

1. Keep your fingers relaxed and slightly curved. Drape your hand over your mouse and hold it lightly with your fingers. Click as gently as possible.
2. Do not rest your forearm or wrist on the edge of the desk.
3. A padded mouse wrist rest at the same height as the front of your mouse or trackball will help keep your wrist straight. Avoid bending your wrist upward when using your mouse.
4. Take your hand off the mouse or trackball when you’re not using it.
5. Place your mouse/trackball at the same level as the keyboard and as close to the keyboard as possible. Avoid reaching and extending your arm or wrist when using your mouse. This type of motion can cause shoulder problems.



***If you follow these tips
you will be the winner when
it comes to Ergonomics.***