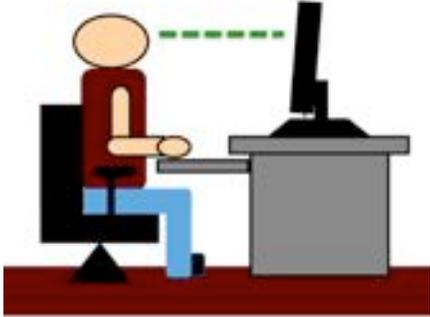


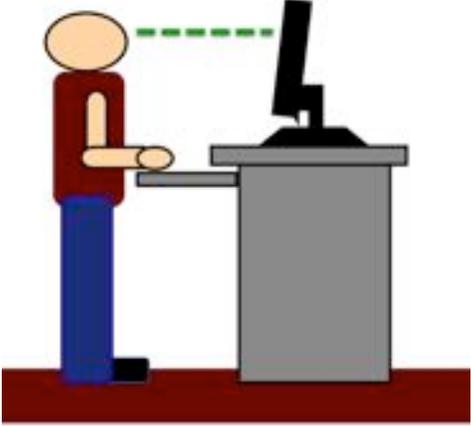


## Office Ergonomic Reference Guide

Seated Ergonomic Posture		
Head	Head should be looking straight forward toward the screen.	
Eyes	Eyes should look straight forward to the top 1/3 of the screen.	
Shoulders	Shoulders should be relaxed and upper arms hanging beside your body. I.e. shoulders should NOT be hunched.	
Wrist & Hands	Wrists and hands should be straight and in-line with forearm.	
Arms	Arms should be resting in a straight line parallel with the floor.	
Elbows	Elbows should be bent at approximately 90 degrees.	
Back	Back should be supported from lumbar region up to shoulders.	

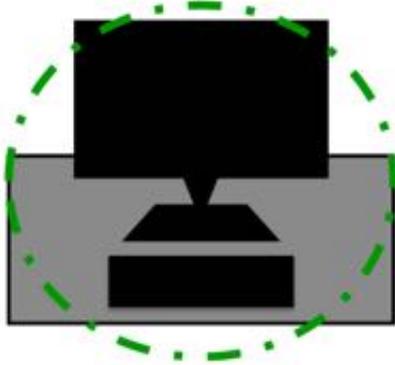
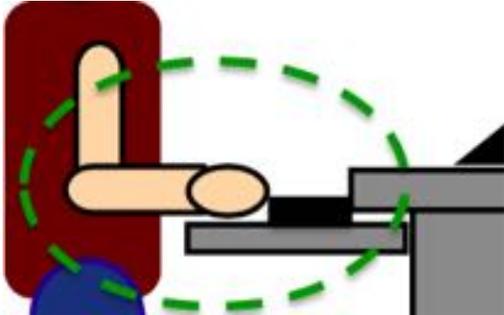
Knees	There should be a space between the back of the knees and the seat. * At least 2 finger widths	
	Knees should be bent at approximately 90 degrees.	
Hips / Thighs	Hips should be at the same height as knees or a little higher.	
Feet	Feet should be resting flat on the floor or on a foot rest.	

## Standing Ergonomic Posture

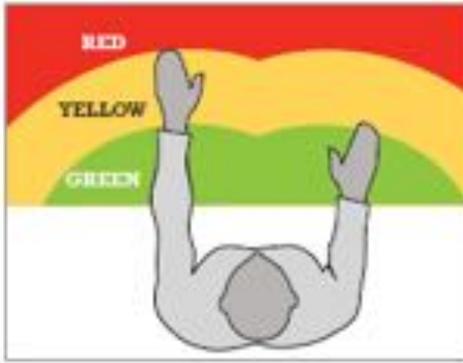
Head	Head should be looking straight forward toward the screen.	
Eyes	Eyes should look straight forward to the top 1/3 of the screen.	
Shoulders	Shoulders should be relaxed and upper arms hanging beside your body. I.e. shoulders should NOT be hunched.	
Wrist & Hands	Wrists and hands should be straight and in-line with forearm.	
Arms	Arms should be resting in a straight line parallel with the floor.	
Elbows	Elbows should be bent at approximately 90 degrees.	
Back	You should be standing upright and maintaining the natural curvature of the back.	

<p>Knees</p>	<p>A slight bend should be kept in your knees? *Not locking knees</p>	
<p>Feet</p>	<p>Feet should be flat on the floor or on a footrest.</p>	

<p>Technology (* Applies to both seated and standing postures)</p>		
<p>Monitors</p>	<p>The monitor should be positioned directly in front of you. *If you have two monitors they should be centered directly in front of you.</p>	

	<p>The monitor should be approximately an arm's length away.</p>	
<p>Keyboard</p>	<p>The keyboard should be placed directly in front of you and square with the monitor.</p>	
	<p>The keyboard should be in a flat position * i.e. the legs underneath keyboard are flat.</p>	
	<p>The keyboard should be slightly below elbow height.</p>	
<p>Mouse</p>	<p>The mouse should be positioned at the same level as the keyboard.</p>	
	<p>The mouse should be positioned close to the keyboard.</p>	

Workspace Setup



\*Image obtained from SAIF Corporation Office Ergonomic: Self Assessment

Green Zone	Are frequently used items placed within this zone?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Yellow Zone	Are items located within this zone used less often?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Red Zone	Are the items located in this zone seldomly used? *When needed move them into green or yellow zone	Yes <input type="checkbox"/>	No <input type="checkbox"/>

#### References

1. Healthworks Ergonomics. (2016). 10-Point Ergonomic Comfort Checklist
2. SAIF Corporation. (2015). Office Ergonomics: Self-assessment worksheet.
3. SAIF Corporation. (n.d.). Office Ergonomics: Simple solutions for comfort and safety- Standing neutral posture.