Workplace Ergonomics

Good work place posture is essential to the health of your neck and back. Maintaining poor posture for long hours is likely to be a contributing factor to your pain. If your neck or back pain has become chronic, try making some important work changes to allow your body to recover.

Your eyes should be level with the top of your display screen, which should be directly in front of you

Elbows are at right angles with your upper arms, relaxed at the side of your body.

Wrists should be straight rather than bent up or down or deviated

> If you cannot place your feet on the floor in the above position you may

Do not wedge the telephone between your ear and shoulder. If you are right handed, hold it in your left hand so you can make notes if necessary. Consider using a headset if being on the phone is a large part of your job

> Position the keyboard about 10cm from the front edge of the desk directly in front of you. Avoid using laptops, or if you do have to, elevate the laptop or plug in the keyboard, mouse and monitor.

If possible your hips should be slightly higher than your knees

If your knees are higher than your hips you may need the desk raised in height

- The top $1/3^{rd}$ of the screen should be at eye level.
- An adjustable ergonomic chair will help maintain good posture.
- Knee and hip angle at 90 degrees.
- Ensure the chair is the correct height, with knees able to slide under the table.
- Elbows at 90 degrees.
- Use a document holder to prevent repetitive neck bending.
- Use a hands-free telephone headset.





Other Work Tips:

- Get up and move every 30 minutes.
- Reduce stress if possible.
- Relax, try not to hold yourself too tense.
- If you are sitting all day, exercise at least 3-5x per week for 30 minutes.
- Keep your smart phone or tablet raised.
- Use a document holder to keep papers and books elevated.

Working With Laptops:



- Avoid Regular laptop use.
- Plug in a keyboard and mouse.
- Always use a laptop raiser.
- Maintain good neck posture, do not look down repeatedly.
- Never sit on the sofa or lie in bed and use a laptop – put it on a table.

Wrist Supports:

- Wrist supports can help for elbow, wrist and thumb pain.
- Use with a mouse or keyboard, or both.
- Useful for tennis elbow, carpal tunnel syndrome and tendonitis.

