

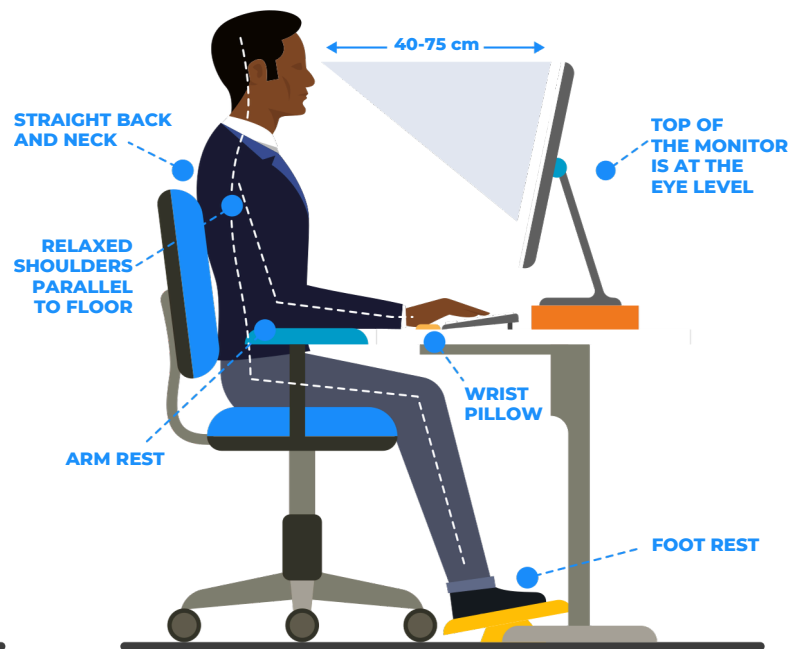
Ergonomics Activity

Ergonomics is all about designing your workspace to fit you—boosting comfort, efficiency, and overall well-being. When set up right, your workstation helps reduce strain on muscles and joints, cutting down risks of neck pain, back pain, and repetitive strain injuries.

Utilize the resource provided below and the self-assessment checklist to assess and refine your workspace. Be sure to complete the worksheet found on page 3, and take a before-and-after photograph of your workstation transformation to earn your points!



INCORRECT POSTURE



CORRECT POSTURE

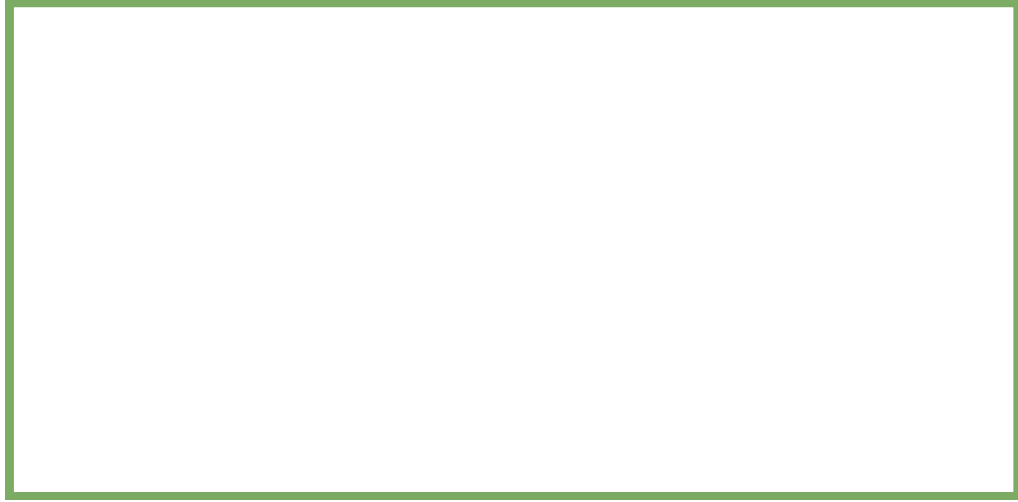
Computer Workstation Ergonomics: Self-Assessment Checklist

The Office Chair	Suggested Actions
Can the height, seat and back of the chair be adjusted to achieve the posture outlined below?	Obtain a fully adjustable chair.
Are your feet fully supported by the floor when you are seated?	Lower the chair. Use a footrest.
Does your chair provide support for your lower back?	Obtain lumbar roll. Adjust chair back.
When your back is supported, are you able to sit without feeling pressure from the chair seat on the back of your knees?	Adjust seat pan.
Do your armrests allow you to get close to your workstation?	Adjust armrests.

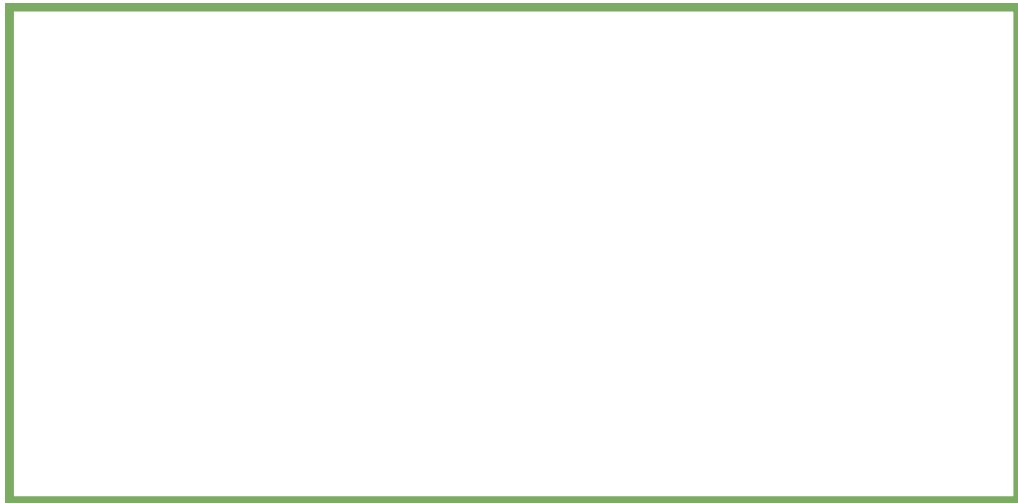
Keyboard and Mouse	Suggested Actions
Are your keyboard, mouse, and work surface at your elbow height?	Raise/lower workstation/ keyboard /chair.
Are frequently used items within easy reach?	Rearrange workstation
Is the keyboard close to the front edge of the desk allowing space for the wrist to rest on the desk surface?	Move keyboard to correct position
When using your keyboard and mouse, are your wrists straight and your upper arms relaxed? <i>The keyboard should be flat and not propped up on keyboard legs as an angled keyboard may place the wrist in an awkward posture when keying.</i>	• Re-check chair, raise or lower as needed. • Check posture • Check keyboard and mouse height
Is your mouse at the same level and as close as possible to your keyboard?	Move mouse closer to keyboard
Is the mouse comfortable to use?	Investigate alternate mouse options

Breaks	Suggested Actions
Do you take postural breaks every 30minutes? E.g., standing, walking to printer, etc.?	Set reminders to take breaks.
Do you take regular eye breaks from looking at your monitor?	Practice the 30:30:30 rule: refocus your eyesight every 30 minutes on something that is 30 feet away for 30 seconds.

Before Photo:



After Photo:



Using the self-assessment and the Wellable graphics, what steps have you taken to transform your workspace into a more ergonomic-friendly environment?
