

Office Ergonomics Best Practices

Ergonomic Risk Factors for Office Workers

- Repetitive motions
- Poor posture
- Eyestrain

Musculoskeletal Disorders (MSDs)

- MSDs mean injuries or disorders of the nervous system or soft tissue.
- Signs or symptoms of MSDs include pain in your hands, wrists, fingers, forearms, joints, or elbows.
- Report signs or symptoms to your supervisor.

Follow Good Ergonomic Practices

- Rotate work duties.
- Take minibreaks.
- Take eye breaks every 20 minutes for 20 seconds and look 20 feet away.

Practice Good Ergonomic Postures

- Head facing straight forward
- Knees bent about 90 degrees
- Feet resting on the floor or on a footrest
- Wrists in a straight line with your forearm
- Shoulders relaxed and elbows close to your side

Practice Stretching to Relax Your Muscles

- Hands—Make a fist, then extend and spread your fingers—repeat.
- Wrists—Hold arms out, then bend your hands up and down.
- Shoulders—Roll back and forth, then bend side to side.
- Neck—Roll your head up and down and from side to side.
- Back—Stand, place hands on hips, and arch backward.

Practice Safe Lifting to Protect Your Back

- When you lift, stand close to the load.
- Push up slowly, using your legs.
- Don't lift anything that is too heavy.