

Ergonomics is the study of people in their working environment. The goal of having an ergonomic workspace is to prevent injuries and musculoskeletal disorders (MSDs) caused by lifting, bending, working in awkward body positions and performing repetitive motions and tasks. An ergonomic workspace fits a job to a person's needs – increasing efficiency and productivity and reducing discomfort.

Basic Concepts of Proper Positioning

- Monitor screen top: Slightly below eye level
- Body: Centered in front of the monitor and keyboard
- Forearms: Level or tilted up slightly
- Lower back: Supported by chair, sitting up straight
- Wrists: Hover, should not rest while typing
- Legs: Horizontal, 90-degree angle
- Feet: Resting flat on the floor or footrest

Dos and Don'ts

1. **Do** alternate between sitting and standing as much as possible.
Don't sit or stand for long periods of time without interruption.
2. **Do** sit toward the front of your chair so your back doesn't rest on any part of the chair back.
Don't use the entire chair to support your back.
3. **Do** sit up.
Don't slouch.
4. **Do** hold your phone or tablet directly in front of your face when using it.
Don't hold your phone below eye level and tilt your head forward.
5. **Do** check your posture and position every 20 minutes, and readjust or move around.
Don't feel bad if you assume bad posture after being at your desk a while.

Lighting Dos

1. Put bright lights to the side of monitors to avoid glare.
2. Use indirect lighting to avoid eye strain.
3. Opt for yellow-tinted lights versus fluorescents.
4. Provide glare filters, light filters and ancillary task lights.

Lights Don'ts

1. Put bright light directly above workstations.
2. Create excessive contrast between the task and the background.
3. Create an atmosphere that is too bright or too dim.
4. Position monitors near windows that can cause glare.

Tips for Working from Home

- Have a dedicated workspace: keep it separate.
- Use what you have: pillows, books, shoe boxes, etc.
- Listen to music or podcasts: a moderate level of ambient noise is conducive for cognition.
- Keep your daily routine: set a schedule for work hours versus home hours.
- Take breaks: 5-17-minute breaks for every hour worked.

