



Ergonomics: what, why, and how

Ergonomics is the science of designing an environment to fit the worker, so the work is safer and more efficient. A primary goal of ergonomics is to reduce the risk of injury, which reduces healthcare costs.

With good ergonomics, you'll enjoy increased productivity, better overall health, and improved mood.

Workstation tips

- **Make sure the top of the monitor screen** is at your eye level.
- **Use a telephone headset** to avoid awkward positions while talking and doing other tasks, such as typing.
- **Try a wrist pad** at the bottom of the keyboard to keep your wrists in a neutral position during brief rests from typing.
- **Use a footrest** if your feet do not rest flat on the floor when you're seated. This reduces pressure on the lower back.
- **Adjust armrests** so your elbows are close to the side of your body and bent at an angle between 90 and 100 degrees.
- **Adjust your chair** to allow your feet to rest on the floor or on a footrest.

Posture tips

Good posture can also help prevent injuries that affect your bones, muscles, ligaments, nerves, or tendons.

Alignment while sitting: Position your head so your ears are directly above your shoulders, and your shoulders directly over your hips. Relax your shoulders and keep your feet flat on the floor. Keep frequently used objects close to your body.

Alignment while standing: Stand up tall, keeping the natural curves in your back. If you stand for prolonged periods, change your position periodically. And position your whole body toward your task instead of twisting.

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