

Office ergonomics: recommendations

Office work, especially with a poor set-up, can cause eye fatigue and pain



This brochure is a how-to guide to help you feel more comfortable at your work station

How to set up an ergonomic workstation?

Seat



- ★ Position your back against the backrest
- ★ Adjust the seat so that your forearms rest on the work surface or on the armrests, elbows bent around 90°
- ★ Adjust the back of the chair to a 90°-100° reclined angle
- ★ Place your feet flat on the ground or on a footrest

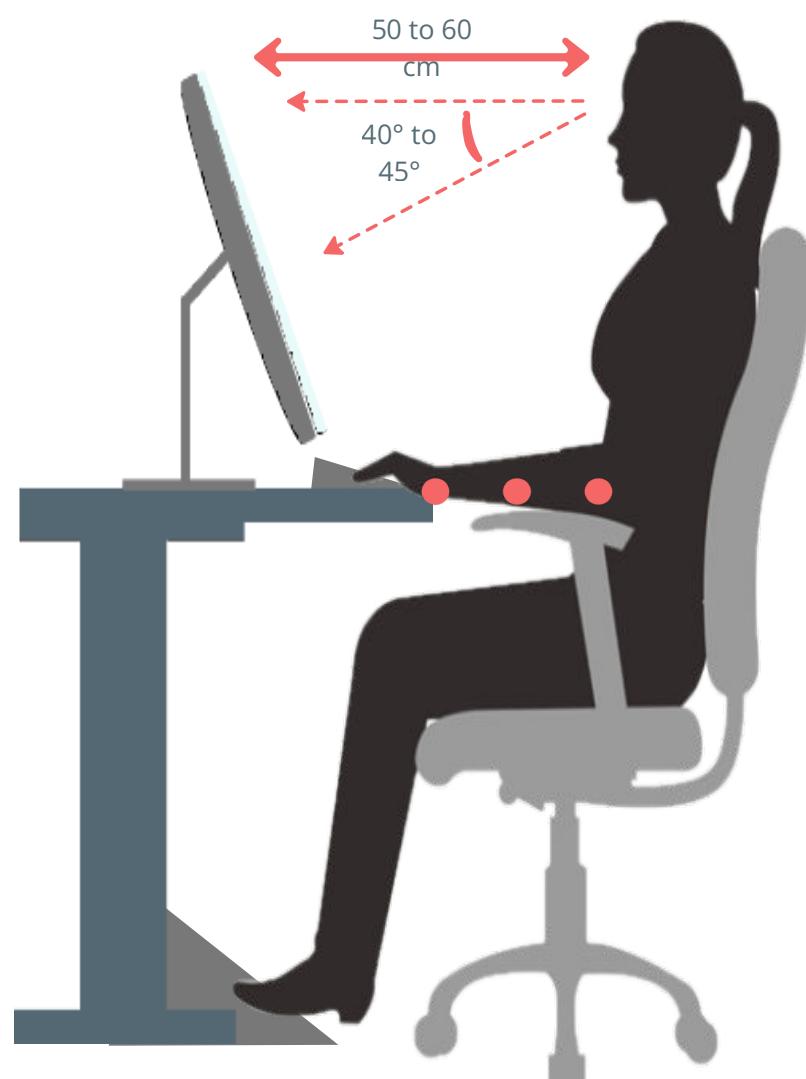
Screen



- ★ Eye-to-screen distance = 1 arm's length
- ★ Adjust the monitor height to eye level
- ★ Angle the screen according to your eyesight
- ★ Adjust screen settings (light intensity, contrast, etc.) according to your task and to the environment

The various seat adjustments are essential for a good fit

A screen placed too high or too low causes neck strain



Keyboard



- ★ Parallel to the screen
- ★ There should be enough depth on the desk to allow for forearm support
- ★ Use your keyboard flat (feet down)

Mouse



- ★ Close to the keyboard
- ★ Mouse pad to optimise the position, if necessary
- ★ Maximize use keyboard shortcuts

Typing with arms outstretched or in midair put strain on the upper limbs

A mouse too far from the keyboard moves the arm away from the body axis and puts strain on the shoulder.

Each time you switch position it is necessary to adjust the screen height and your chair settings

Customize your workstation according to your specific needs

Seat options

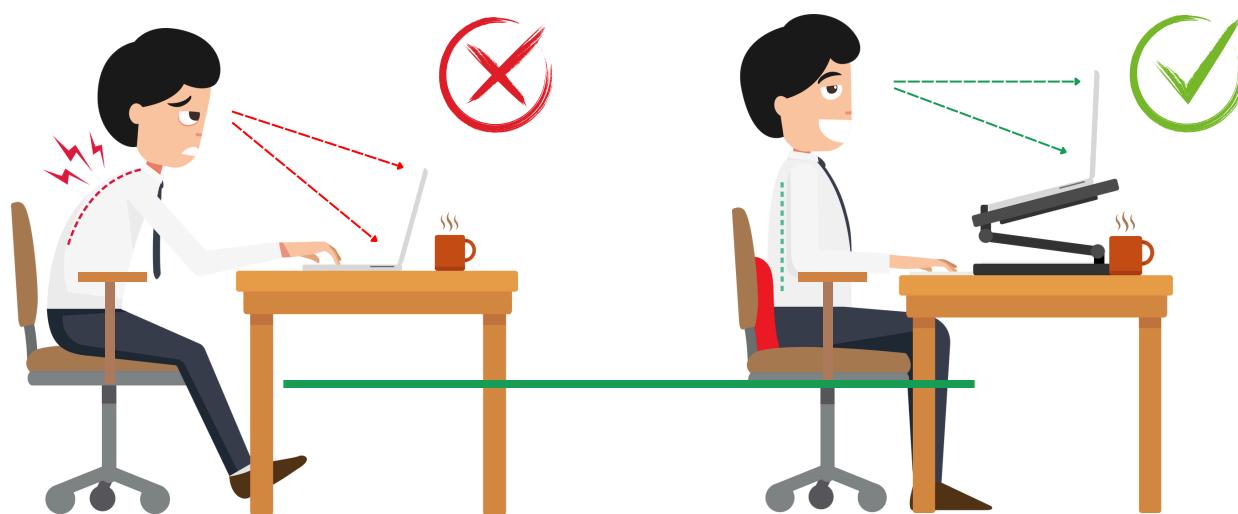
Depending on the adjustments available on the seat :

- ★ When adjusting the seatpan, keep 2-3 fingers' width distance between back of the knee and seat.
- ★ Position the armrests at the same level as the work surface or slide them under the desk if you don't use them.
- ★ Adjust the height of the backrest to fit the curve of your spine (lumber support)

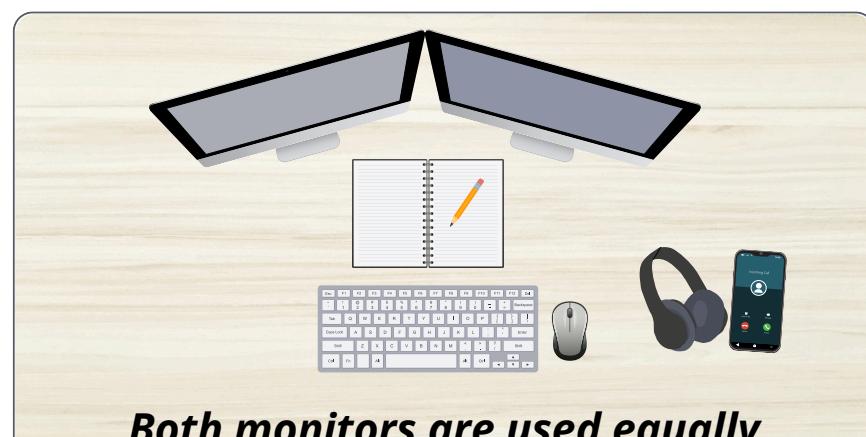


Use of a laptop

- ★ Use an adjustable **laptop stand**
- ★ With **keyboard and mouse**

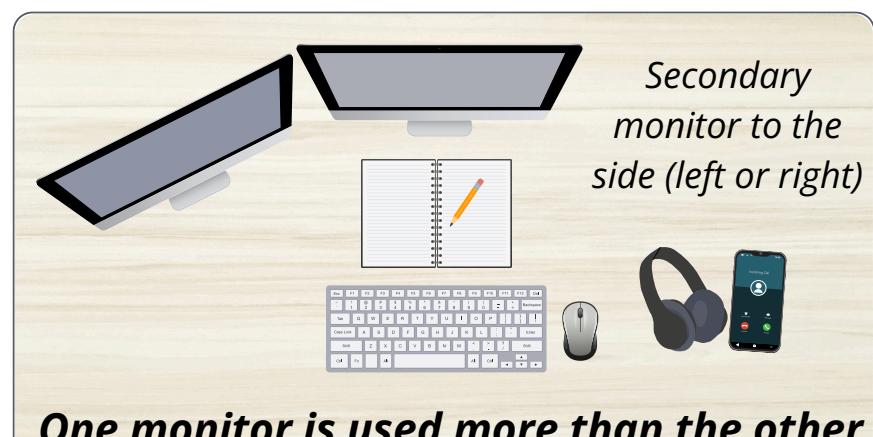


Dual monitor set up



Both monitors are used equally

This setting is suitable for an **equal** use of both monitors (50%/50%)



One monitor is used more than the other

This configuration will be preferred if there is a **primary** and a **secondary** screen (70 %/30%)

Phone use



- ★ Use of a headset or headphones when possible
 - one headphone if you need to communicate with those around you regularly
 - two headphones if you have extended phone conversations



Follow the above recommendations to ensure you are comfortable at your workstation

How to avoid postural and visual fatigue

★ Take frequent **active micro breaks!**

- 5 min every hour or 15 min every 2 hours depending on the task requirements

★ Practice **relaxation exercises** several times a day

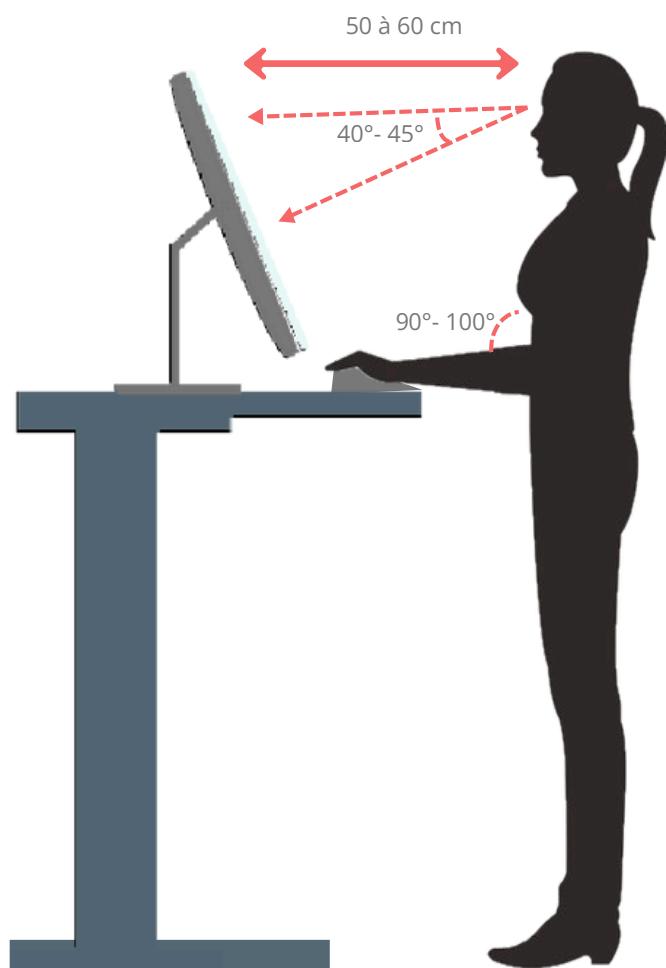


★ Change posture regularly

- Working in a standing position : favor short but regular sessions
- Get up from your chair and move around frequently

Avoiding sedentary behavior is essential to prevent risks associated with office work

Moving regularly is one of the most important things you can do for your health



★ Take **visual breaks** and do eye exercises regularly

- Blink for 30 seconds, in an exaggerated way
- Close your eyes, cover them with your palms, for 1 minute
- Look away from the screen, into the distance

*Every
60 minutes,
60 seconds!*

For any further information, contact our team of professionals:
prevention@preveam.fr