



Office Ergonomics TIPS

Working Comfortably

Sitting at a desk for hours at a time can affect your body in more ways than we all realize. Workplace programs like TDI's (Texas Department of Insurance) [Take 5 Ergonomics](#) and [Ergonomics for General Industry](#) offer good information to prevent Musculoskeletal Disorders (MSDs). TDI's [Office Ergonomics](#) checklist can assist in performing ergonomic assessments of employee workspaces. By focusing on the equipment, posture, environment, and personal health of the employee, you can reduce the risk of potential injuries in the workplace, whether in the office or working remotely.

Posture

- ✓ Eyes should be level with the top of the screen monitor.
- ✓ Feet should be on a flat surface to create approximately a 90° angle at the back of the knees.
- ✓ Lower arms should be parallel to the floor to create approximately a 90° angle at the top of the elbows.
- ✓ Body should not be leaning forward or slouched to perform any task.

Environment

- ✓ Reduce eye strain by positioning your monitors to where there is not a constant glare from overhead fluorescent lighting or large windows.
- ✓ Reduce strains by not overusing one side of your body more than the other.
- ✓ Reduce tripping hazards by bundling and securing cables and cords.
- ✓ Reduce overreaching by placing the most frequently used items close to the user.

Equipment

- ✓ If using a standing desk, ensure it is meant for the weight of all monitors combined. It is recommended to use an anti-fatigue mat if standing for long periods.
- ✓ Wrist rests are recommended when keyboarding to reduce potential stress points in the wrist.
- ✓ Use a chair with multiple adjustable features so it can be better adjusted to the user.
- ✓ Monitor risers help bring monitors and laptops to the correct eye level.

Personal Health

- ✓ Stand up and take regular breaks.
- ✓ Avoid sitting/standing in the same position for prolonged periods of time.
- ✓ Implement a workplace "Stretch-and-Flex" program.



Contact your [Loss Prevention Representative](#) for more information on ergonomic assessments or view the Stretch-and-Flex for Injury Prevention webinar in our [YouTube Video Library](#)

Resources

- TML Risk Pool – Loss Prevention [Online Learning Center](#) – Workplace Ergonomics Training
- TML Risk Pool – [Loss Prevention Media Library](#)
 - Ergonomics - Videos 497, 670, 816, 841
 - Office Safety – Videos 104, 241, 474, 840, 842
- OSHA – eTools – [Ergonomic Checklist & Evaluation](#)