

## Ergonomics Guidelines

Ergonomics is the science of optimizing the match between people and work stations or equipment, to improve comfort and safety. This includes being aware of good posture, adjusting and positioning equipment for comfort, caring for health issues and reducing fatigue.

### Tips and Techniques

- **Eye strain:** While eye fatigue or strain is a common problem when working on computers, the blurring, redness or soreness is temporary. Using the 20-20-20 rule can help: Every 20-minutes, focus on an object 20-feet away for 20-seconds. For problems that do not go away, check with your eye doctor.
- **Posture:** Sit tall, keeping the spine in its natural curves with the head and neck upright, not slumped forward. Keep shoulders back, so if an arrow entered one shoulder it would exit through the other. Keep both elbows close to sides.
- **Neck or back pain:** Neck fatigue or back discomfort are common issues when working on computers for long periods. Keep your chair close to your work to allow working without constantly leaning or reaching. Use the posture tips to minimize problems.
- **Laptops:** Avoid over-use of laptop keyboards. For all-day intensive computer work, attach a standard or natural keyboard and mouse to improve comfort and speed.
- **Stretches:** A Stretch Guide is provided to encourage periodic stretching throughout the workday. Take occasional breaks and consider a few stretches. Even 1-2 minutes of simple stretching is refreshing.

For additional information or individual questions, please contact AskHR.