Ergonomics 101 Presented By:
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Health & Wellness - Office Ergonomics - Products - Training - Manufacturing

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Ergonomic Injuries:

• 1.8 million workers a year
• 1/3 of all lost day injuries
• Cost $54 billion annually
Ergonomic Injuries:

• Are often PREVENTABLE
Ergonomics: Fitting the Job to the Worker

What’s wrong with this picture? Any ergo suggestions?
Ergonomics Means: *Fitting the Job to the Worker.*

- We do this because…

One Size Does NOT Fit All…
Risks of Improper Ergonomics

MSD’s (Musculo-skeletal disorders) aka RSI, CTD, Over-use injuries…

- Muscle fatigue, pain, cramp
- Tendon strain, finger, wrist, elbow, shoulder
- Nerve injury, Carpal Tunnel Syndrome
Common Causes of MSD’s:

Personal Factors
• Smoking
• Sedentary Lifestyle
• Computer Gaming
• Hand-intensive Hobbies
• Medical Conditions (diabetes, thyroid, …)
• Pregnancy (Carpal Tunnel)

Ergonomic Factors
• Awkward Postures
• Static Postures
• High Repetition
• High Force
• No Rest Pauses

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How to Improve Comfort, Fit, Productivity
(and Reduce the Risk of Issues):

1. Adjust the Chair
2. Adjust the Computer Equipment
3. Move and Change Positions

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Chair Adjustments for Comfort, Support, and Movement:

- Adjust Seat Height
- Adjust Backrest (or cushion) to fit Lower back
- Recline to Relax the Back
- Adjust Arm Rests for Support or Clearance

Knees & Hips Nearly Level – Feet Supported
2. Chair: Is the seat height adjusted so that the knees and hips are nearly level?

Tip: If you are not sure ask a co-worker. They will be able to see your positioning right away.

- Yes: Nearly Level
- No: Knees Higher
- No: Knees Lower

You selected: No - Knees and hips are not level

We recommend sitting with the knees and hips nearly level, and feet supported on the floor or footrest.

1. Sitting with the knees lower than the hips (chair too high) increases pressure on the back of the legs and can cause nerve irritation, decreased circulation and swelling in the ankles and legs. Consider a footrest or lowering the chair to correct this issue.
2. If you prefer sitting with the knees lower than the hips try tilting the seat pan down in front to align the seat cushion with your leg.
3. Sitting with the knees higher than the hips (chair too low) can put pressure on your tail bone and can compress your bladder. Reclining in the chair, or raising the seat can fix this issue.
4. See the Chair Adjustment Guides in the Help Library if you need more assistance.

Was this advice helpful? Were you able to correct the chair issues?

- Yes
- No

<< Previous
Computer & Equipment Adjustments:

- Keyboard near resting elbow height. Wrists straight.
- Lower keyboard or Raise chair if needed.

Top of Screen eye-level or LOWER.
Screen tilted to aim towards eyes
Documents in front and angled UP.
Phone & Mouse easy to reach.
Working with Laptops:

Occasional use: Laptop Stand
Frequent use: Docking station + keyboard & mouse

Active Ergonomics
Move and Change Positions:
“Your best posture is your next posture”
Sitting Styles:
Recommended Posture Changes

OSHA “Reference Postures”- A few suggested Posture Changes for computer work.
Common Computer & Equipment Problems:
Hand & Arm suggestions

Less wrist bending (side to side or up/ down)
Relax the hand, release your grip
Proper Ergonomics Has Helped:
American Express: Cut Work Comp 80%
Hewlett Packard: Cut injuries by 50%
BAE Systems: 70% of users Improve Productivity

User Feedback on ErgoAdvocate Web Site:
ErgoAdvocate Has Helped Our Participants: Proof that Ergonomic Training WORKS!

- **85% Improved**
  - Comfort & Fit at Workstation
  - 15% None
  - 25% Slight
  - 44% Moderate
  - 15% Significant

- **73% Improved**
  - Need for Self-care of Discomfort
  - 0% None
  - 13% Slight
  - 26% Moderate
  - 36% Significant

- **71% Improved**
  - Personal Productivity
  - 29% None
  - 20% Slight
  - 35% Moderate
  - 15% Significant

- **52% Improved**
  - Need Professional care of Discomfort
  - 3% None
  - 19% Slight
  - 30% Moderate
  - 47% Significant