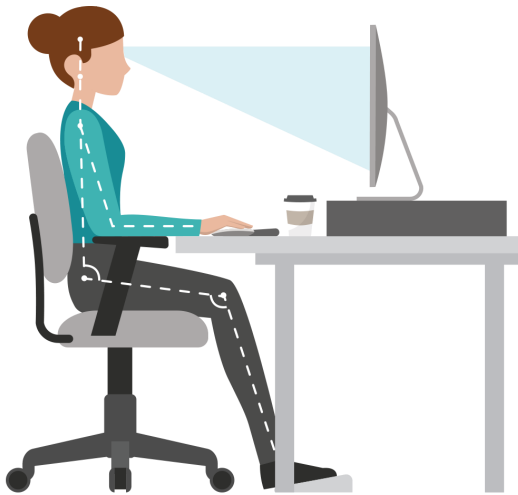


## WHAT IS ERGONOMICS?

A comfortable and efficient work environment is beneficial for all employees. Ergonomics is the science of adjusting the work environment to you. It helps minimize the risk of injury and increases productivity. SIA has established a comprehensive ergonomics program for our member districts complete with a variety of services, tools and resources. We also provide purchasing tips all tailored to meet the needs of today's school employees and district budgets. All of these services are available to SIA member district employees at low or no cost.



## ERGONOMIC EVALUATION

Do you have unexplained aches and pains? SIA offers FREE ergonomic evaluations and education to member districts within our workers' comp pool. To find out more information about this program or who your district liaison is, please contact:

**Lita Chang, Prevention Services at**  
[preventionservices@sia-jpa.org](mailto:preventionservices@sia-jpa.org)

## JOIN SIA's MAILING LIST!

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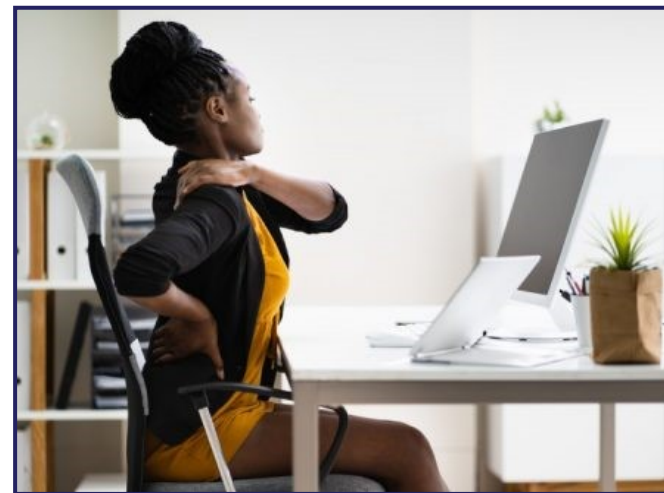


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Schools Insurance Authority  
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Sacramento, CA 95827  
916.364.1281

## Ergonomics



## Prevention Services



PO Box 276710 • Sacramento, CA • 95827  
(916) 364-1281 • [preventionservices@sia-jpa.org](mailto:preventionservices@sia-jpa.org)

# ERGONOMICS 101

## KEYBOARD:

Place your keyboard at 90 degrees or slightly below your elbow. When your hands are placed on your keyboard or mouse, ensure your elbow is in line with your shoulder and at 90 degrees.

## MOUSE:

Your mouse should be placed on the same plane as the keyboard. When an individual must extend their arm to use the mouse undue stress is placed on the wrists, neck and shoulder area.

## MONITOR(S):

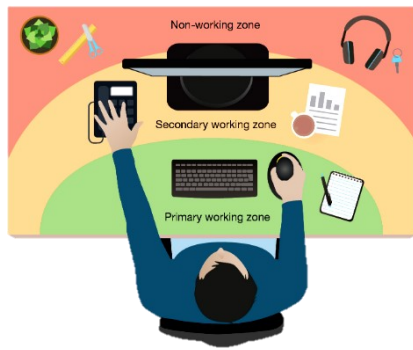
Ideally the monitor can be placed at arm's distance away and eyes in line with the top of the screen, not casing. If you have multiple monitors, ensure they are centered with your body and ensure they are set to the same height. If you wear multifocal lenses, ensure the monitors are adjusted in a way that you are reducing the up/down motion of the neck; usually below ideal stature height. Keep in mind that good neck and upper body posture is important as it helps to reduce eye strain.

## CHAIR:

Sit back in your chair, knees in line with your hips and feet flat on the floor. If there is pressure on the back of your legs, the seat pan may be shallow and decreasing circulation to the body. A proper fitting chair should have no more than 3 fingers between the front of the chair and the back of the knees.

## REACHING ZONE:

Be mindful of where items are placed around the workstation. Frequently used items should be close by (green zone), infrequent within arms reach (yellow zone), and items not used out of reaching range (orange zone).



# EASY STEPS TO ERGO YOUR HOME

## CLAIM YOUR SPACE:

Create a separate and distinct workspace in your home, even if it is in the corner of a room. This can help with concentration, privacy, and overall working mind-set.



## KEEP THINGS CLOSE:

Keep the items you use most (phone, tablet, notebook, any other desktop items) as close to you as possible. Refer to the reaching zone tips under Ergonomics 101.

## WATCH YOUR SCREENS:

Ensure screens are adjusted to your ideal sight line and vision. Remember to maintain good neck and shoulder posture and avoid slouching as that places tension on the upper body.

## ARE YOU A COUCH SLOUCH?:

When you work on your couch, ensure your back is supported and monitor(s) are set to an ideal height which helps reduce neck and shoulder strain. A lap desk is a good tool if work is completed in short durations.



## HOMEMADE ERGO:

Ergo at home doesn't have to be fancy or even store bought. Here are some household items that can serve you well:

- Ironing Board = Sit/Stand Desk
- Notebook Binder = Lap Desk
- Pillows = Back Support
- Books = Monitor/Laptop Riser

# SIMPLE STEPS FOR A HEALTHY YOU

## MAINTAIN A GOOD POSTURE:

Remember ears, shoulders, elbows and hips should be in line with each other. When one comes out of alignment, it places strain on the upper body.

## 20-20-20:

Remember to take microbreaks, get up every 20 minutes for 20 sec to allow for better blood flow and help reduce static postures and discomfort. Also look 20 feet away to help reduce strain on the eyes. One time an hour take a 1-2 minute break such as restroom or to obtain water.



## AVOID AWKWARD POSTURES:

Use a telephone headset, adjust your monitor to the correct height, turn your whole body or chair to approach items; don't over-reach.

# RED FLAGS

## COMMON RED FLAGS NOT TO IGNORE:

- Wrist numbness or tingling
- Unexplained neck and/or shoulder pain
- Unexplained back and/or body discomfort

If these conditions are present and do not decrease over time, please consult with your physician.

