

EVALUATE YOUR OFFICE ERGONOMICS

The goal of ergonomics is to provide a comfortable and efficient workstation. Some tips for finding the "ideal" workstation include:

- Reducing arm reach by moving closer to the keyboard
 - Maintaining wrists in a level position during keying and mouse use
 - Floating hands above the keyboard during keying and resting the wrists during breaks
 - Avoiding use of a mouse wrist rest, which places pressure on the wrist's carpal tunnel
 - Keeping the mouse close to the keyboard or using a mouse bridge to reduce arm reach
 - Positioning the top of the monitor screen at eye level
 - Using the chair's backrest for support to reduce pressure on the lower lumbar area
 - Keeping feet flat on the floor with knee angles at or slightly greater than 90 degrees
- Ergonomic evaluations are free for university personnel. To request an ergonomic review follow the steps listed on the ergonomic web page (<http://www.ehs.iastate.edu/cms/default.asp?action=article&ID=80>)