

# Ergonomics in the Office



233rd  
Safety  
Gram

*Improving your work environment will improve your health.*

*Read further for some Office-Ergo Safety Tips*

- When writing at the computer, avoid excessive reaching over the keyboard or work material. A sturdy copyholder can double as a writing surface if appropriately positioned.
- Place manuals and other items needed regularly for daily tasks within easy reach. Items that are frequently used and stored on shelves should be placed within the waist and shoulder height ranges. Manuals rarely used should be stored on higher or lower shelves.
- Noise levels in offices should be kept to a minimum. Never flock to other people's areas to carry on conversations. If your office area has cubicle spaces, control the volume of noise and move conference or meetings to conference rooms.
- Music can be relaxing, however, it can be disturbing, stressful or frustrating to people who may not like your style of music or those who just like it quiet.
- If possible, move copiers, fax machines, and other noise/heat producing office equipment to areas away from workers. The noise can be distracting and they can cause heat build-up. It also gives employees an opportunity to stretch if this equipment is located away from workstations.
- Work at a reasonable pace. Do not rush through tasks skipping lunches, bathroom breaks, and other routine breaks away from the desk. This increases the chances for fatigue and work errors and can cause a general decline in health.
- Schedule short, easy tasks between intensive tasks. Filing or copying papers allows time away from the desk and allows the body to use different positions. (i.e. standing) These small breaks eliminate feeling of frustration, stiffness and fatigue.
- Take frequent short rest breaks during the day. The breaks can be brief and should include stretches for optimal results. If possible, take a 1 or 2-minute break every 15-20 minutes. Take a 5-10 minutes break every hour if possible. Every few hours, try to get up, move around and do an alternative activity. For example, filing paperwork after keyboarding work. Eye exercises can reduce eye discomfort and give the eyes a chance to refocus.

(for more information on Ergonomics, see USAREUR Reg 385-25 & DA Pam 40-21)

***Don't let your office environment become a  
"Pain in the neck", or arm, or back, ...***

Tips for preventing "Repetitive Stress Injuries" from your BSB Safety Office.

**"YOUR COMMUNITY CONNECTION TO SAFETY"**

