

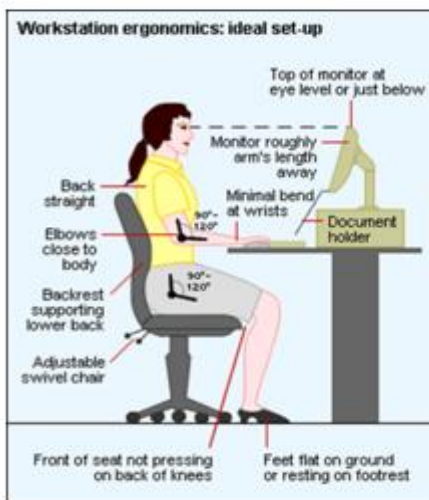
This guide is provided as a tool to assist you with proper workstation set-up using basic ergonomic principles.

The Three "P"s

Three factors affecting your workstation comfort are:

- 1). **Posture** supporting neutral joint positions of the body.
- 2). **Position/placement** of the tools, equipment or items needed.
- 3). **Pacing** or balancing work postures with brief recovery breaks.

The workstation

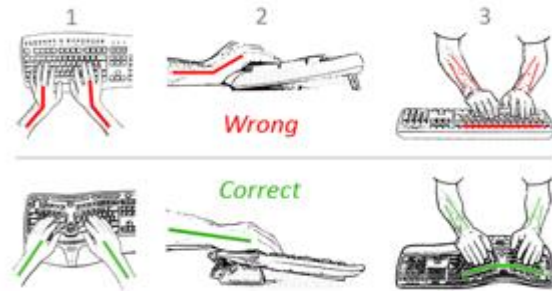


Worker Envelope

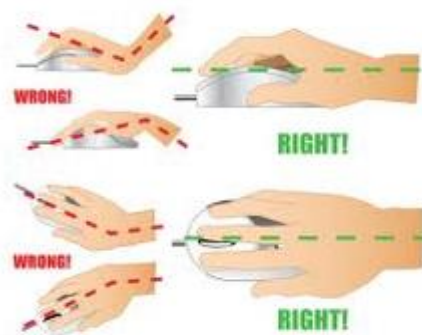
Keep frequently used items close to your reach zone.



Keyboard



Mouse



Bad positioning

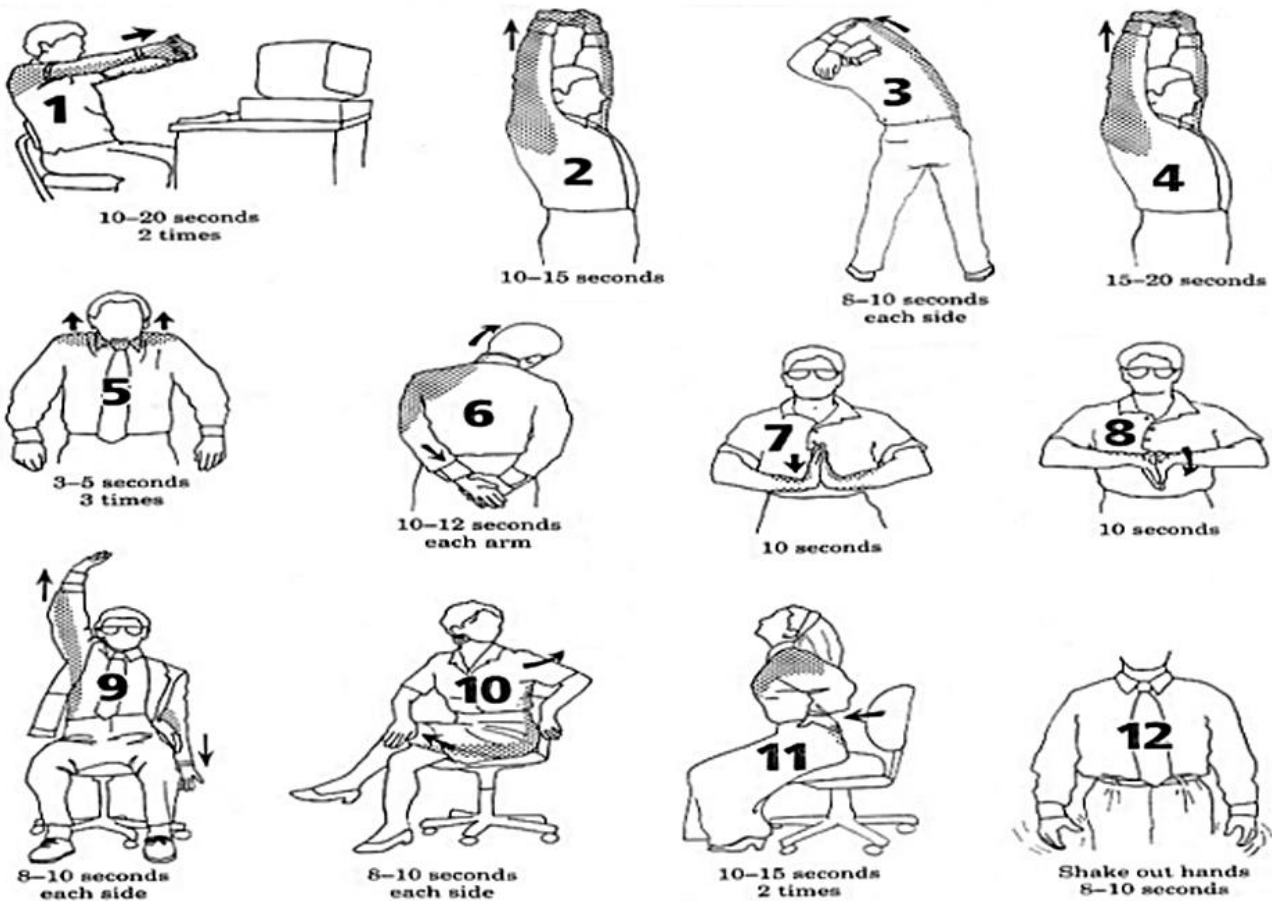


San Bernardino County Employee Ergonomic Guide

Breaking from your work task every hour will reduce muscle pain and strain. The stretch diagrams below can be performed during your hourly mini breaks.

Computer & Desk Stretches (approximately 4 minutes)

Sitting at a computer for long periods often causes neck and shoulder stiffness and occasionally lower back pain. Do these stretches every hour or so throughout the day or whenever you feel stiff. Photocopy this and keep it in a drawer. Also, be sure to get up and walk around the office whenever you think of it. You'll feel better!



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For the Hands



For the Wrists

