

# OFFICE ERGONOMICS

Guidelines for preventing  
Musculoskeletal Injuries

JANUARY 2010





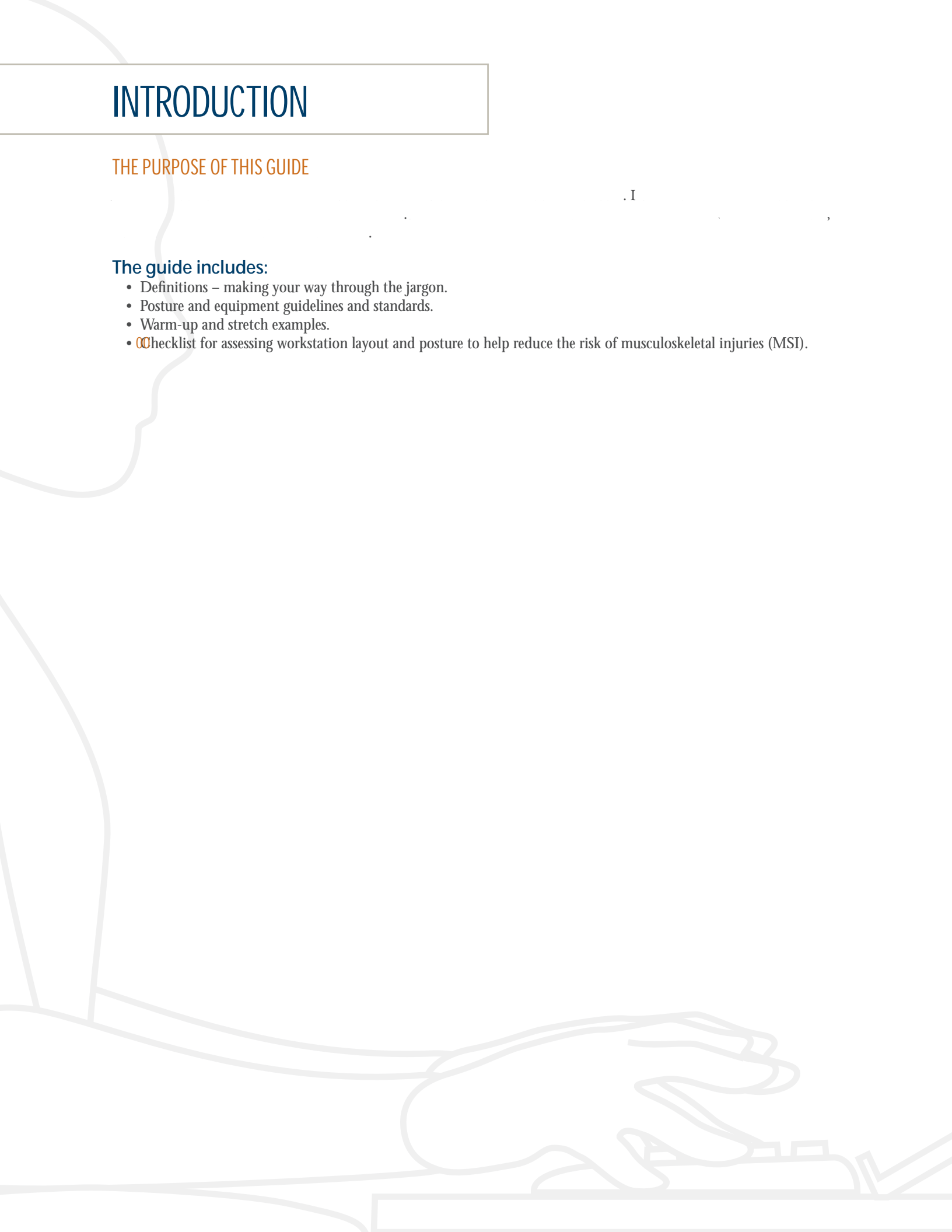
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‡9VWf[ Y Xs_ [†Sdi [fZ fZWsdra`	
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‡4SUJ egbbadf	
‡EVSf f[f	
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# INTRODUCTION

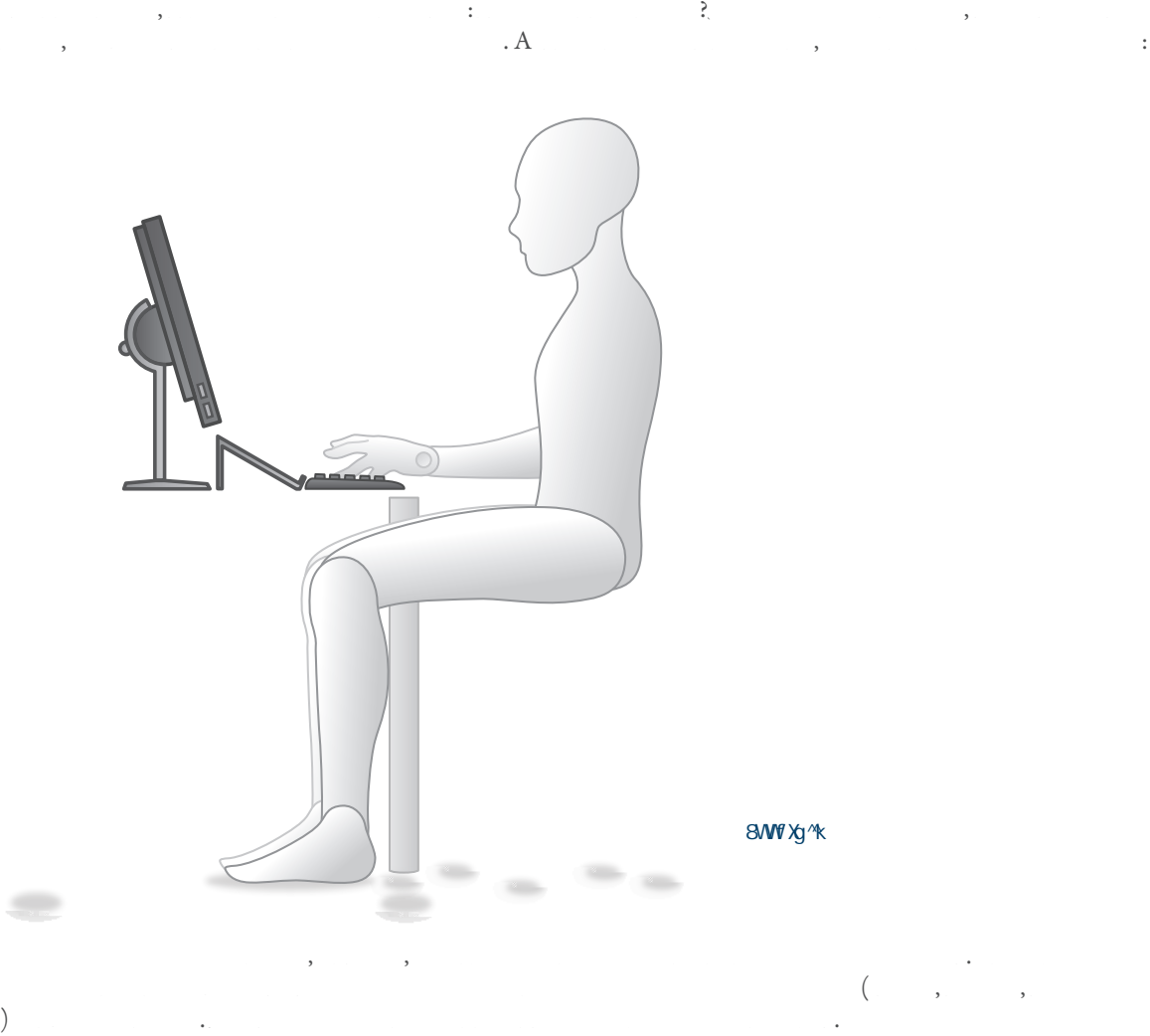
## THE PURPOSE OF THIS GUIDE

### The guide includes:

- Definitions – making your way through the jargon.
- Posture and equipment guidelines and standards.
- Warm-up and stretch examples.
- Checklist for assessing workstation layout and posture to help reduce the risk of musculoskeletal injuries (MSI).



# GOOD POSTURE VERSUS POOR POSTURE



8Wxgk



# ARMRESTS

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# YOUR WORK SURFACE

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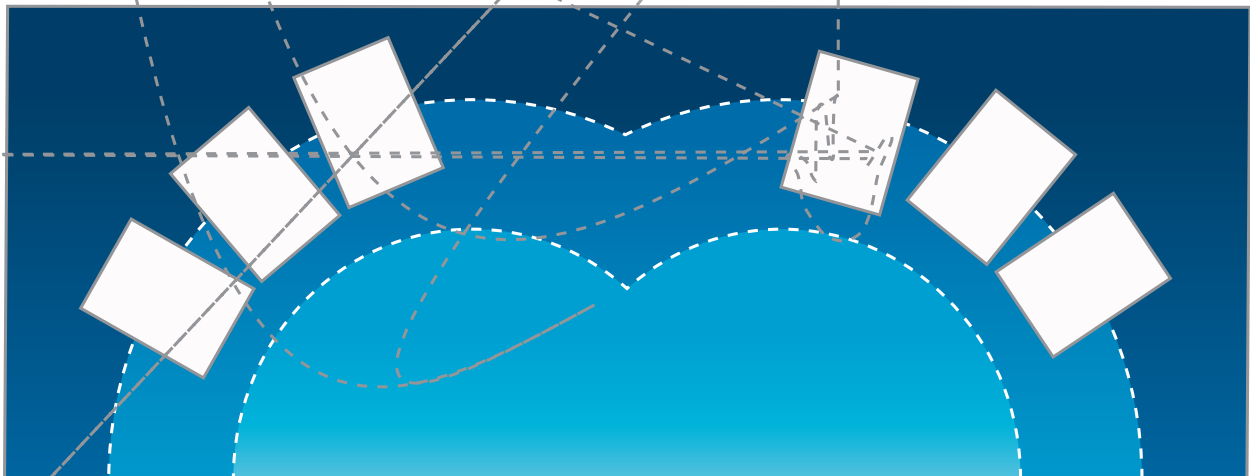
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*To further reduce the risk, limit the use of the mouse and use the keys and functions on the keyboard instead.*









# OFFICE SET-UP CHECKLIST

COMPUTER & DESK STRETCHES (Approximately four minutes)

# OFFICE ERGONOMICS CHECKLIST





