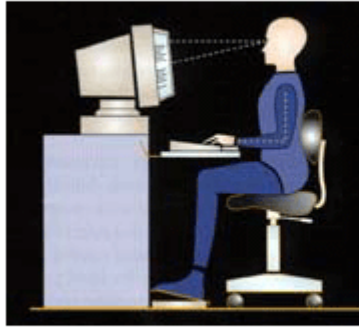


a quick course in ergonomics...



1. Monitor Height:

Place top edge of screen at eye level.

2. Wrist Postures:

Keep wrists flat with little or no bending.

3. Mouse Placement:

Place at same level of keyboard and as close to side as possible.

4. Thigh Position:

Keep thighs parallel to floor.

5. Document Holders:

Place at the same level as monitor

6. Feet Position:

Place feet flat on floor or footboard.

7. Monitor Distance:

Keep at proper distance for screen size.

8. Necessary Adjustments:

Seat_Tilt, Seat_Depth, Back_Tilt,
Back_Height, Chair_Height

9. Head Posture:

Keep head straight over shoulders.

10. Seat Depth:

Adjust seat pan to support thighs.

11. Shoulder Position:

Align freely at side against the body.

12. Back Posture:

Make sure back has full contact with the
backrest

13. Upper Arms:

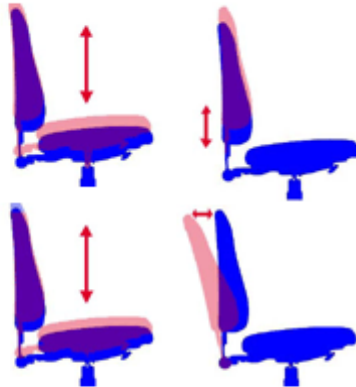
Hang freely at side against the body.

14. Elbow Posture:

Place at 90° angle & align at or slightly
above, desktop.

15. Tension:

Adjust tension so backrest tilts easily,
yet provide smooth, even support.



Ergonomics: a study of how people interact with machines.

We, at Office Master, understand the importance of ergonomics, especially in this information age. We know that if you ignore ergonomics at your workstations, you might experience pain all over your body: head, neck, eyes, shoulders, arms, wrists, back, legs,... etc. With your awareness and the ability to apply the principles of ergonomics, you can reduce your chance of getting pain, save your company's money, and avoid a surgery to relieve your Carpal Tunnel Syndrome (CTS)... According to 1996 OSHA statistics, U.S workers experienced more than 647,000 lost workdays due to work-related musculoskeletal disorders (WMDS's), costing businesses approximately \$15 to \$20 billion in estimated worker's compensations spending annually.

To remedy the preventable WMDS's, Office Master takes pride in offering seating designs that represent the most ergonomically sound in the industry at the most competitive pricing. Anyone can choose the appropriate seating by following our simple [Buyer's Guide](#). Office Master has compiled a list of 15 tips to help you achieve your ergonomic goals.

To help you plan an ergonomic workplace, Office Master products provide you with these features:

Adjustability - check to see that seat height is adjustable.

Seat height range - check whether the seat height can be adjusted to the height recommended for the worker who will use it. Other chair may have to be selected over for very short or tall workers.

Backrest - Check to see that the backrest is adjustable both vertically and in the frontward and backward direction. * **Seat depth** -Select the seats that suite the tallest and the shortest users.

Stability - Check for the stability of the chair; a five-point base is recommended.

See if the selected chair has features that will help someone do their job better. Arm rests with adjustable heights are good for computer operations. Wider or narrower arm rests may also be required, depending on the worker's dimensions and task they do.

See if the selected chair has features that will make doing a job more difficult. An example may be that someone may be using a chair with casters or wheels when a stable and stationary work position would be better, If chairs with casters are needed, choose ones that match the type of flooring your have (carpeting or hard floors.)

Material from Canadian Centre for Occupational Health & Safety (CCOHS). For more info, please go to [OSHA's Web site](#).