

Checklist

- ☐ Chair supports lower back
- ☐ Feet flat on the floor or on a footrest if seat is too high
- ☐ Elbows bent at 90 degrees, with wrists straight
- ☐ Top of monitor screen should be at or just below eye level
- ☐ Monitor should be one arm's length away
- ☐ Keyboard and mouse positioned to be close to you
- ☐ Take breaks and stretch every 30-60 minutes

Locate Us:

360 Orchard Road #12-06 International Building, Singapore 238869

Contact Us:

Phone number: +65 64665742

WhatsApp: +65 8017 1206



Scan the QR code above with your smart phone to view our website and access more information



Office Ergonomics



What is Ergonomics?

Ergonomics is the science of designing your workspace to maximize your comfort and minimize strain on your body, helping to prevent back and neck pain caused by poor posture from sitting in awkward positions over the day and repetitive movements from working.

Setting Up Your Workstation



A. Forearm Positioning

- Adjust your chair & desk height so your elbows bend at about 90 degrees and your forearms are parallel to the floor.

B. Chair Setup

- Your chair should provide sufficient support for your lower back. Adding a cushion or a lumbar roll (small pillow that supports the curve of your lower back) if your chair does not have adequate support.
- If your chair has armrests, adjust them so that they do not stop you from pulling your chair close to the table.

C and D. Sitting Position

- If you are able to adjust your seat depth, make sure that you allow for a small gap (2-3 fingers width) between the back of your knees and the edge of your seat.
- Keep your knees at hip level or slightly lower than your hips.
- Make sure to rest your feet flat on the floor. If your feet are unable to touch the floor due to the height of your chair, use a footrest if possible.
- Make sure there is enough space for your legs under the table.

E. Monitors and Document Holders

- Place the top of your screens at or just below your eye level (~10 degrees down). If you were Bifocals (glasses with 2 different lens strengths), position the monitor slightly lower.
- Keep the monitor about an arm's length away from you.
- Position any document holders or things you have to reach for on a daily basis at the same height and distance as your monitor.

F. Work Surface

- Make sure there is enough space for your equipment (monitors, keyboard and documents).
- Keep the items you use often close to you if possible.
- Use your whole forearm to move the mouse or any input device. Do not only use your wrist.
- If your mouse is too sensitive, you may try to lower the DPI in settings.
- To avoid any strain in your arms, try to type gently.



Comfort is Key

- **Reduce Glare:** Turn off non-essential lights and use window shades or anti-glare screen where possible.
- **Control Airflow:** Move air vents so that the blowing air does not blow directly at you.
- **Use Soft Lighting:** Choose matte surfaces where possible to reduce reflection

Healthy Work Habits

- **Stretching:** Do one or two neck and shoulder stretches every 30-60 minutes.
- **Change Positions:** Avoid staying in the same position for extended periods of time. At the same time, try to avoid repetitive movements.
- **Take Breaks:** Taking the occasional break to stop and rest from your computer or other devices throughout the day is beneficial both physically and mentally.