

Directions: Visit  read the information on proper office ergonomics, and fill in the blanks.

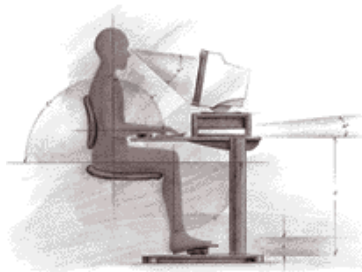
http://www.shelterpub.com/fitness/office_fitness_clinic/OFC_ergo.html

Ergonomics

The term **ergonomics** comes from the Greek words ergos meaning _____ and nomos, meaning _____ or “natural laws of.”

The science of ergonomics dates back to the _____, but only in the past decade has it become common.

This is due to the recent epidemic of _____ and the large body of equipment and information designed to solve these problems.



Modern-day office ergonomics is the science of _____ providing _____, tools, and _____ that improve the comfort, safety, and _____ of the office worker.

Some Ergonomic Specifics

The Monitor should be an _____ or a bit more from your _____.

Ergonomic wisdom advises people that the _____ of the screen should be where their gaze falls _____, with the top of the screen at _____. The monitor should be _____ to match the angle of one’s gaze.

The Keyboard should be set at a height so that forearms, wrists, and hands are _____ when keyboarding, and _____ to the floor, or _____ slightly down from elbow to hand — the hands are _____ bent back.

Your Wrists, while you are actually _____, should not _____ on anything, and should not be _____ up, down, or to the side.

Your Arms should move your hands around, and instead of resting your _____, you should _____ to hit keys with your fingers.

(There are wrist-rest _____ on the market that give you a place to rest your hands, but only when pausing from typing, not while you are typing.)

Your Chair should be _____ and _____. Set it so that your thighs are either _____ to the floor or at a slight _____ angle from the hips to the knees.

You should sit _____, not _____, and not straining forward to _____ the keys. Stay _____. Anything that creates awkward reaches or _____ in the body will create _____.

Further Tips

Align your wrists. Wrist also should not be _____ to the _____; instead your fingers should be in a _____ line with your forearm, as viewed from above.

The proper keyboard angle. Research suggests that it may be better to _____ the back edge of your keyboard down, _____ from you. Put a _____ an inch or two thick under the edge of the keyboard _____ to you, but make sure the whole thing is still low enough so you aren't _____ up.

Frequently change positions. _____ is important during the working day. You may want to adjust the _____ or angle of your _____ after a few hours, or to _____ after sitting for a period.

Don't pound the keys. Use a _____ touch.

Use two hands to perform double-key operations. such as Command-P, Ctrl-C or Alt-F, instead of twisting _____ hand to do them.

Hold the mouse lightly. Don't grip it hard or squeeze it. Place it where you don't have to _____ up or over very far to use it (close to the _____ is best).

Keep your arms and hands warm. Cold muscles and tendons are at much greater risk for overuse _____, and many offices are _____ air-conditioned.

Rest. When you stop typing for a while, rest your hands in your _____ and/or on their _____ instead of leaving them on the _____.

Stretch. Stretch _____ throughout the day.

Move. Get up and _____ whenever you can. If possible, walk to talk to a near-by _____ instead of using the _____. Try using the _____ instead of the elevator.

Take breaks. Some experts suggest a _____-second break every 3 minutes; others suggest a _____-minute break every 15 minutes, a 5-minute break every _____ hour, or a _____-minute break every 2 hours, etc. You can stretch and/or move around during these breaks.

Eliminate unnecessary computer usage. Ask yourself: How much time are you spending on the _____? And watch it on the computer _____, which often involve long, unbroken sessions of very _____ keyboard or _____ use. If nothing else, _____ the game every 3 to 4 minutes. Don't sacrifice your hands to a game!

Take Care of Your Eyes

Anyone who operates a computer regularly would be wise to get a complete _____ exam. Even minor sight defects should be corrected with _____ designed specifically for computer usage.

_____ on the screen should be avoided. A glare _____ may help if there are overhead lights. Try to have any windows to the _____, not in _____ of or behind the computer.

It's also very important to _____ up from the screen periodically and to focus on a _____ object for a minute or two; do some _____ while doing this.

Resources

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