



Occupational
Health Clinics
for Ontario
Workers Inc.

Centres de
santé des
travailleurs (ses)
de l'Ontario Inc.

OFFICE ERGONOMIC REFERENCE GUIDE

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OHCOW Ergonomists

Office Ergonomic Reference Guide Begins...

WHAT YOU MIGHT FIND IN THE SECOND 4 MODULES

- 5) External Equipment & Accessories
- 6) Technology: Laptops, Mobile Telephones & Tablets
- 7) Sit/Stand Workstations
- 8) Remote (Mobile) Workstation Setup

External Equipment & Accessories

External Equipment

- Input devices (keyboard & mouse)
- Footrests
- Keyboard Trays
- Document Holders
- Telephones

Straight Keyboard

Merits:

- Easily usable for those who require visual input of the keyboard.

Limitation:

- Increased reached requirements due to attached numeric key pad.



Contoured Keyboard

Merits:

- Allows for more natural wrist and hand postures.
- Typically, have built in palm/wrist supports.

Limitations:

- Difficult to utilize if not a proficient typist.
- Orientation may require additional workstation depth.
- Some designs may result in awkward postures.



Compact Keyboard

Merits:

- Optimal mouse placement.
- Decreases lateral reach requirements.

Limitation:

- No numeric key pad.



External Equipment & Accessories

Document Supports

In-line Document Holder

Merits:

- Ideal for users who require to write on documents not just reference them.
- Supports heavier documents.

Limitations:

- Requires various degrees of neck flexion to reference the documents.
- Requires additional desk space to position between the keyboard and monitor.



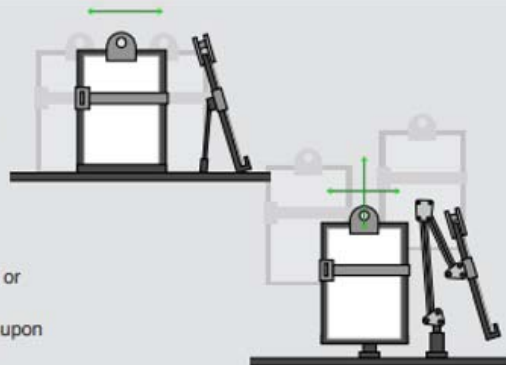
Vertical Free Standing Document Holder

Merits:

- Can be adjustable in height.
- Ideal for referencing portrait view documents.

Limitations:

- Requires various degrees of neck rotation dependent on placement.
- Requires additional lateral desk space.
- Does not support heavier materials (i.e. books or binders).
- Does not provide adequate support for writing upon the documents.



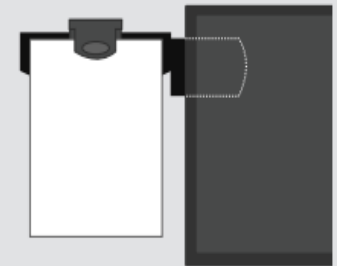
Monitor Mount Document Holder

Merits:

- Does not require additional desk space.
- Ideal for referencing portrait view documents.
- Allows documents to be placed at a similar viewing height as the monitor.

Limitations:

- Requires various degrees of neck rotation dependent on placement.
- Does not support heavier materials (i.e. books or binders).
- Does not allow for writing upon the documents.

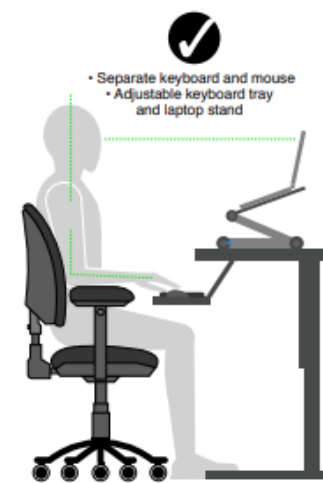
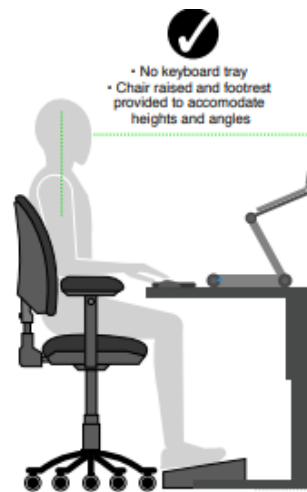
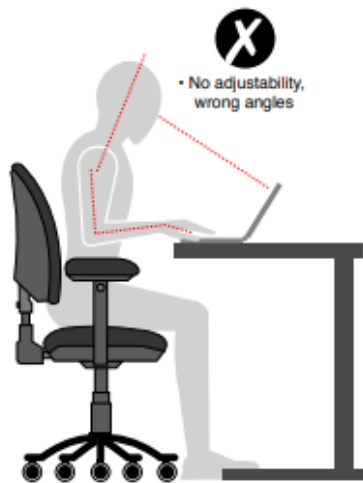


Technology: Laptops, Mobile Telephone & Tablets

Not intended for long duration use

For extended durations:

- Use an external monitor
- Raise laptop to proper viewing height
- Use external input devices
- Ensure proper seated posture



Sit/Stand Workstation

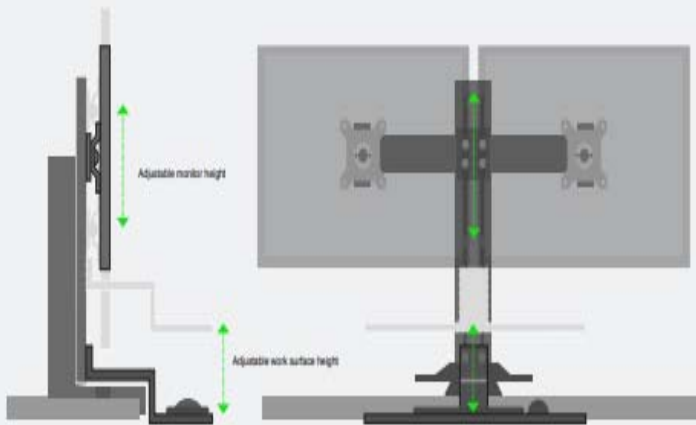
Desk Mount Sit/Stand Unit

Merits:

- Can use the existing workstation.
- Easily adjustable.
- Allow most users to obtain neutral postures.
- Multiple versions available based upon desired workstation configuration.

Limitations:

- Limited space on the unit for other materials besides computer components.
- Challenging to position multiple monitors.



Electrically Adjustable Sit/Stand Workstation

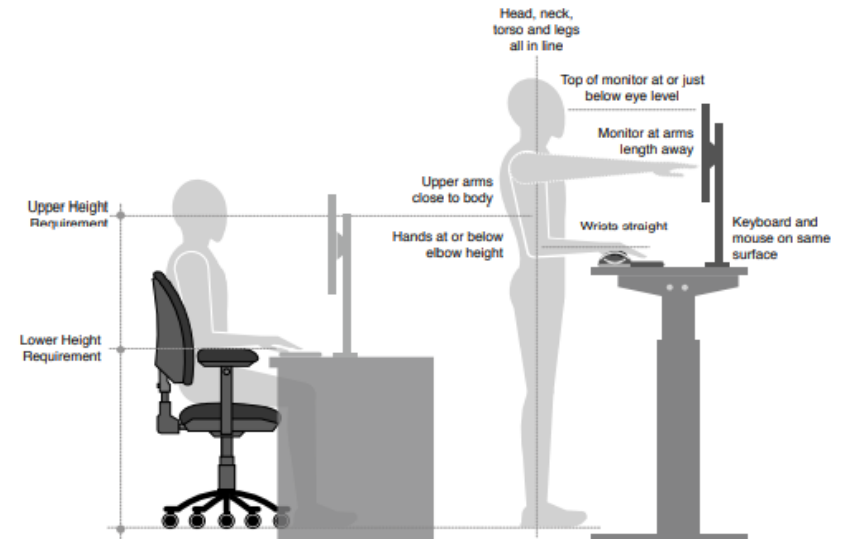
Merits:

- Entire workstation moves up and down.
- Allows most users to obtain neutral postures.
- Adjustability is quick.
- Provides ample space to house and position all materials including computer components.
- Does not require any force to adjust.
- Height settings for sitting and standing can be individually programmed.

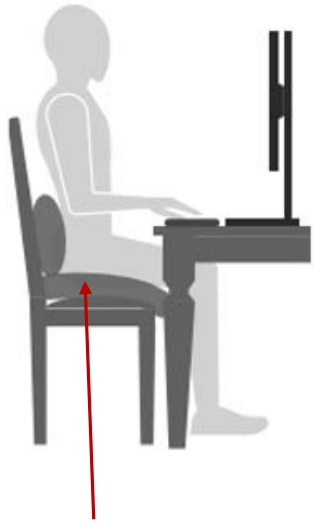
Limitations:

- Available office space.
- Access to a power outlet.

picture with push button adjustment

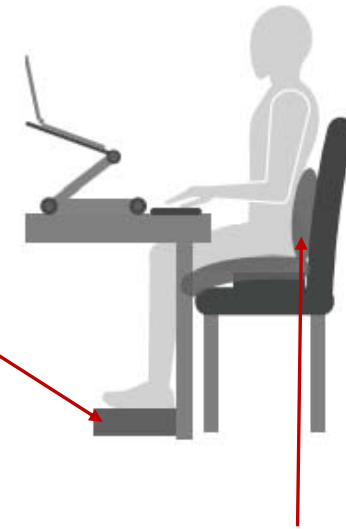


Remote (Mobile) Workstation Setup



If the chair height is too low, placing soft cushioned materials (such as pillows, towels, etc.) between the user and the seat pan will lift the user higher.

If the chair height is too low, the user should utilize a footrest (or a modified footrest such as a box or crate) to obtain the neutral sitting postures.



If the seat pan is too large, placing soft cushioned materials (such as pillows, towels, etc.) between the user and the backrest will bring the user forward.

WHATS TO COME?

NEXT WEEK WE WILL BRIEFLY DISCUSS...