**Office Ergonomics Best Practices**

**Ergonomic Risk Factors for Office Workers**

* Repetitive motions
* Poor posture
* Eyestrain

**Musculoskeletal Disorders (MSDs)**

* MSDs mean injuries or disorders of the nervous system or soft tissue.
* Signs or symptoms of MSDs include pain in your hands, wrists, fingers, forearms, joints, or elbows.
* Report signs or symptoms to your supervisor.

**Follow Good Ergonomic Practices**

* Rotate work duties.
* Take minibreaks.
* Take eye breaks every 20 minutes for 20 seconds and look 20 feet away.

**Practice Good Ergonomic Postures**

* Head facing straight forward
* Knees bent about 90 degrees
* Feet resting on the floor or on a footrest
* Wrists in a straight line with your forearm
* Shoulders relaxed and elbows close to your side

**Practice Stretching to Relax Your Muscles**

* Hands—Make a fist, then extend and spread your fingers—repeat.
* Wrists—Hold arms out, then bend your hands up and down.
* Shoulders—Roll back and forth, then bend side to side.
* Neck—Roll your head up and down and from side to side.
* Back—Stand, place hands on hips, and arch backward.

**Practice Safe Lifting to Protect Your Back**

* When you lift, stand close to the load.
* Push up slowly, using your legs.
* Don’t lift anything that is too heavy.