

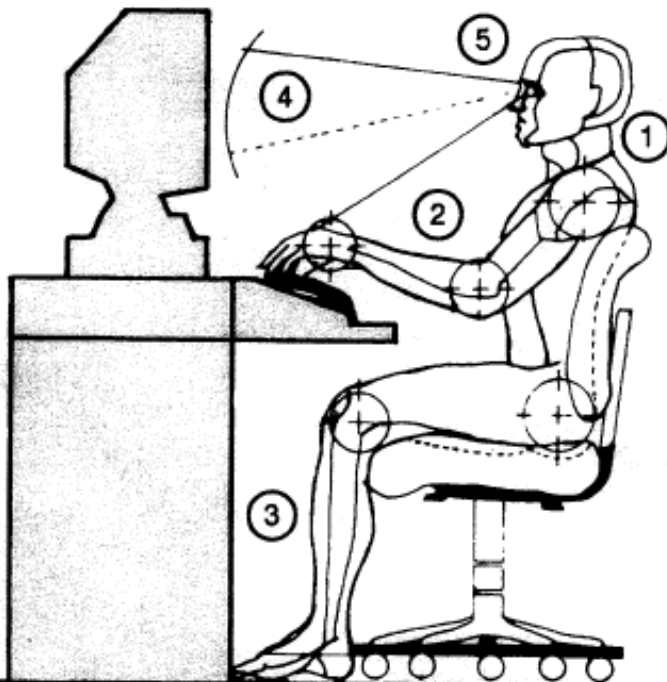


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Ergonomics

ACHIEVING THE ERGONOMIC IDEAL



1 HEAD/NECK/BACK/UPPER BODY

- Back straight and buttocks pushed to rear of chair. Ears/shoulders/hips in a straight line.
- Lumbar spine supported in natural, forward curve.
- Upper arms vertical to floor in any position.

2 FOREARMS/WRISTS/HANDS

- Elbow tips level with center of keyboard.
- Forearms/wrists/hands in a straight line. Avoid bending hands up/down, or twisting to either side during keyboarding.
- Forearms-to-upper arms at 90° or slightly greater angle.
- Elbows in toward body. Pivot forearms at elbow joints for side-to-side hand monitors.
- Mouse pad placed at same distance as keyboard.

3 LEGS/FEET

- Thighs-to-torso at 90° or slightly greater angle. Knees lower than hips. Chair seat should not press into backs of knees.
- Lower legs-to-thighs at 90° or slightly greater angle. Feet flat on support surface.
- Ample leg space: thighs/lower legs/feet should not press against objects or work surfaces.

4 EYES

- Top of monitor screen at eye level. Center of viewing surface 15-20° below horizon and one arm's length away (18-24 inches).

- Monitor screen and work surfaces free of glare and reflections.
- Reading/reference material close to monitor screen and at same distance from eyes.
- Monitor screen clean, free of dust/film and static.

5 ENVIRONMENT/PERSONAL

- Sufficient light for reading materials.
- Control drafts, excessive heat and air pollutants.
- Change sitting positions during the day.
- Take brief breaks at least every hour.
- Reduce mental stress and physical discomfort.