



# Ergonomics

## SafeTips from the Naval Safety Center

Quick and easy summaries to find out about something new you're doing or as a refresher for something you haven't done in a while. They're a great training tool to pass around at meetings, through e-mail, or post on bulletin boards.

Making sure your workspace fits your body will help you avoid work-related injuries, such as back strain and carpal tunnel syndrome. Even a few inches in the location of computer equipment can make a difference.

1. Adjust your chair so that your feet rest flat on the floor. Chairs should provide good support for the lower back.
2. Your keyboard and mouse should be located and inch or two from your thighs. Your elbows and wrists should be in a straight line as you work at your keyboard.
3. Your monitor should be no more than an arm's length away. The top of the monitor should be level with your eyes, and you shouldn't have to twist your neck to look at the monitor.
4. You should have room to stretch your legs.
5. For all workplace tasks, use the right tools for the job and keep them in good working order.
6. Your body will tell you when you are absorbing too much strain or pressure. If you end up stiff or sore after a type of work, those are signs that something in the workplace needs adjustment or redesign.  
Watch out if:
  - ⇒ Your hands tingle or feel numb
  - ⇒ It hurts to grip something
  - ⇒ You have swelling on your hands or wrists that doesn't quickly go away
  - ⇒ Your thumb hurts
  - ⇒ Your back hurts, or you feel pain in your legs.
7. Start a daily exercise program to improve your strength and flexibility.
8. Learn how to lift correctly.

[www.public.navy.mil/navsafecen/pages/media/index-safetips.aspx](http://www.public.navy.mil/navsafecen/pages/media/index-safetips.aspx)



Naval Safety Center  
375 A Street  
Norfolk, VA 23511-4399

Contact the Media Division  
(757) 444-3520 ext. 7870  
safe-mediafdbk@navy.mil