



Idaho Department of Lands

Monthly Safety Tips

December Safety Message

Winter indoors? Now that we are getting deeper into winter, with less daylight hours, and more inclement weather, many of us are spending more time in the office. We aren't moving as much or getting outdoors during lunches and breaks. With this brings the real health concern of poor office ergonomics, eye strain, and less activity. It's too easy to sit at the desk and work at the computer all day and forget to take breaks and move around. There are unlimited resources to help make our workspace more comfortable and teach us how to schedule movement and stretches into our daily routine.

Below are ten office ergonomic tips to get you started! Be sure to access the link below and the attachments included in the email for additional useful information. Hang the exercises on your cork board for a reminder!

Follow these ten office ergonomics tips to help you avoid fatigue:

- 1) Make sure that the weight of your arms is always supported. If your arms are not supported, the muscles of your neck and shoulders will be crying by the end of the day.
- 2) Watch your head position and try to keep the weight of your head directly above its base of support (neck). Don't "crane" your head and neck forward.
- 3) Don't be a slouch! Slouching puts more pressure on the discs and vertebrae of your back. Use the lumbar support of your chair and avoid sitting in a way that places body weight more on one than on the other. Move your chair as close to your work as possible to avoid leaning and reaching. Make sure to "scoot" your chair in every time you sit down.
- 4) The monitor should be placed directly in front of you, with the top no higher than eye level. The keyboard should be directly in front of the monitor, so you don't have to frequently turn your head and neck.
- 5) Talking on the phone with the phone receiver jammed between the neck and ear is really bad practice. You know that's true, so don't do it!
- 6) The keyboard and the mouse should be close enough to prevent excessive reaching which strains the shoulders and arms.
- 7) Avoid eye strain by making sure that your monitor is not too close, it should be at least an arm's length away.
- 8) Take steps to control screen glare, and make sure that the monitor is not placed in front of a window or a bright background.
- 9) You can rest your eyes periodically for several seconds by looking at objects at a distance to give your eyes a break. Make it a point to look away at a distant object every 20 minutes.
- 10) The feet should not be dangling when you are seated. If your feet don't comfortably reach the floor or there is pressure on the backs of your legs, use a footrest or lower the keyboard and chair.

<https://healthmatters.idaho.gov/office-ergonomics/>

Everyone, get up and get moving!