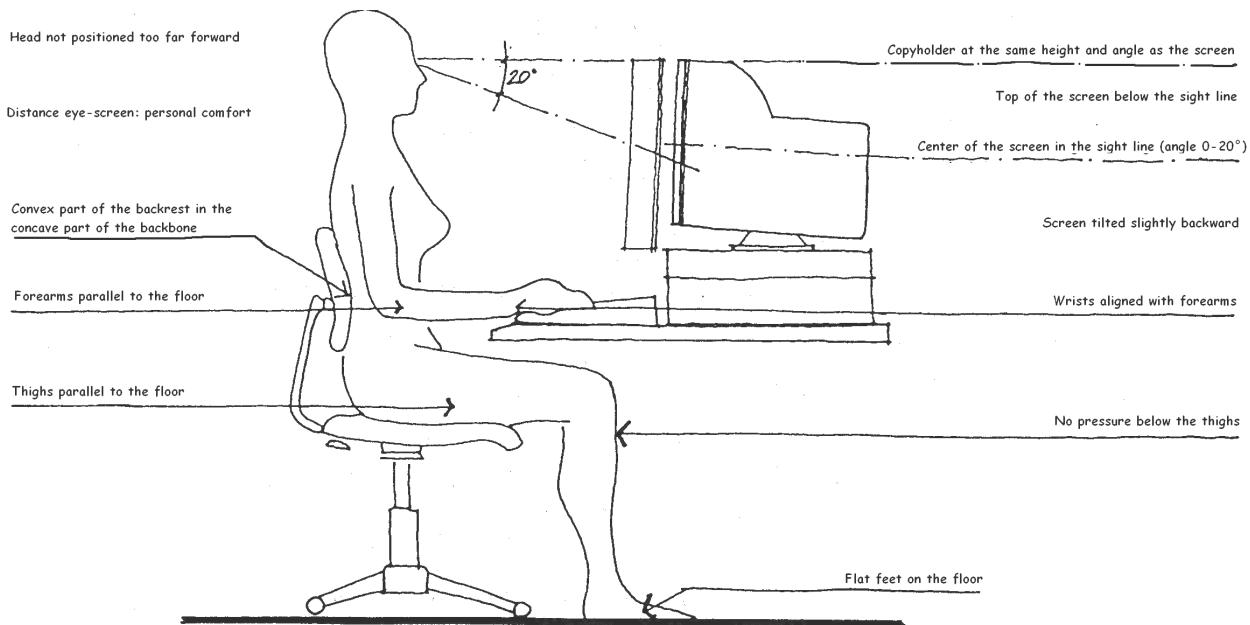


TECHNICAL SHEET NO. 1

POSTURAL ASPECTS – COMPUTER WORK

This technical sheet is provided to office employees to allow them to automatically adjust their workstation to accommodate a display screen. It is suggested that they receive assistance from a colleague when adjusting, among other things, the horizontal position of the thighs and the forearms.

The figure below indicates the characteristics of the proper-seated position that must be assumed while working on a computer. *Although ergonomists consider this position as being correct, we should remember that the human body is more adapted to movement than to a static position. Any fixed position, even one deemed "ideal", can become tiring when maintained for an excessive amount of time.*



In order to allow the optimal use of your furniture and to be better informed of the correct posture to adopt, the employer invites you to read this technical sheet for practical suggestions.

The objective is to enable you to recognize the facets of a workstation to which it is possible to gradually carry out adjustments.

During the past few years, the employer has been providing more and more adjustable furniture and will continue to do so as budget resources become available.

Regarding the computer, we suggest that:

- ➡ The keyboard, used mainly for word processing, be situated directly in front of the operator;
- ➡ The screen, used mainly for data entry, be situated directly in front of the hand performing the data entry;
- ➡ The keyboard be mobile;
- ➡ There be no reflection or shadow on the screen;
- ➡ The images on the screen be clear, easy to read and non-flickering.

Regarding the chair and work area, we suggest that:

- ➡ The chair be equipped with five wheels or casters that are suitable to the floor's surface;
- ➡ The chair swivel;
- ➡ The height and angle of the backrest be adjustable;
- ➡ The chair be at a comfortable height and also suitable to the height of the work area;
- ➡ The chair be adjustable when in the sitting position;
- ➡ The chair be covered with air-permeable fabric;
- ➡ The surface of the workstation be at the correct height;
- ➡ The space under the workstation be ample for the user to alternate leg position without him/her having to get up;
- ➡ The work area be large enough to accommodate the work accessories.

Regarding equipment, we suggest that:

- ➡ Frequently used accessories and equipment be close to the user;
- ➡ Seldom used accessories be put away.

**Technical Sheet No. 2 will address a component as important as a workstation with a computer:
Visual aspects – visual discomfort can also create postural problems.**

Source: René J. Comtois, ergonomist, RCSST