

Wellness in the workplace.  
An ergonomic evolution.



A Steelcase Company

**details**

Easy steps toward working well.

For the first time ever, four generations of diverse people are working side-by-side. And they're working in a dynamic, changing environment where collaboration is critical and flexibility is mandatory.

We've assembled 26 easy-to-follow wellness tips and recommendations—from encouraging user adjustment, to getting people moving at work, to supporting collaboration—that can help your workers work well and maintain wellness.

Need to know more? Want to discuss a specific need? Call us. We can help bring wellness to your workplace.

An ergonomic evolution.

Technology lets us work nearly anywhere, anytime. Yet there's a growing need for collaboration to accomplish results. That means it's as important as ever to meet the physical, cognitive and social needs of today's office worker. So it's time to move beyond traditional ergonomics, to ideas that encourage workers to make posture changes and movement a natural part of their day. It's time to focus on worker wellness wherever work happens. Because it's not just good for people. It's good for business.

**Lower back support**  
support lumbar curve

**Area behind the knee**  
not touching seat pan

**Thigh behind the knee**  
distribute pressure

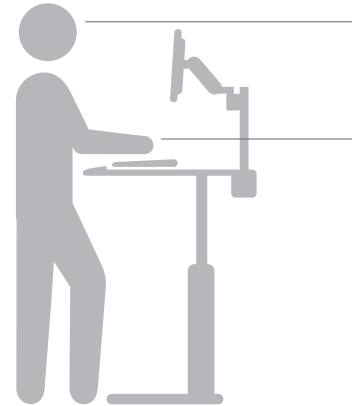


**Top of computer monitor**  
should be 0 – 20° below horizontal line of sight

**Keying height**  
minimal bend at the wrist

**Feet flat on the floor or Foot Rest**

**Sitting bones** distribute pressure



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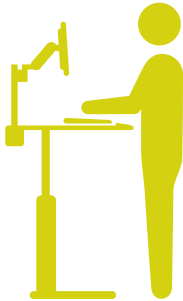
**Good posture** avoid locking knees



## The importance of orientation

Proper alignment is the key to preventing strain. Your computer display, keyboard and mouse should be centered; you should be able to see the display without looking downward or to either side. You should be able to use your mouse without twisting or reaching. And reference documents should never be flat on your desk; keep them at the same height as, or aligned with, the monitor, or above your keyboard and below the monitor.

**Recommendation:** Flat Panel Monitor Arm, Keyboard Support, Organizational Worktools



## The key is to unlock your knees

Sitting still for long periods—as little as 60 minutes in one position—can lead to muscular stress and fatigue. One solution is to stand as you work. Avoid locking your knees. Make sure your worksurface is at a height that encourages good posture. And remember, you still need to switch positions frequently—even if you're on your feet.

**Recommendation:** Footpad, Foot Rest

## The worksurface is the wrong surface

For your laptop, that is. It needs to be at the right viewing height. Otherwise, you're liable to strain your neck as you attempt to find a comfortable viewing angle. A set of monitor blocks is a simple way to create elevation. Other solutions include adjustable platforms or shelves that can be easily positioned at a precise height on a slatted wall or rail-like support.

**Recommendation:** Laptop Support, Monitor Support, Organizational Worktools

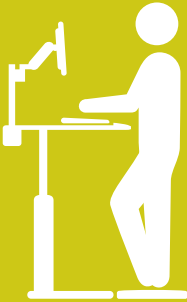


## Gimme a break

You're busy. You're on-task. But you're not a machine. You need breaks, especially from computer work. Long stretches of such work, when uninterrupted, can strain the body, eyes and soul. Take regular timeouts (a couple of minutes every half hour or so). Exercise. Walk around. Shift positions. Short breaks refresh the body and the brain.

**Recommendation:** Walk to the printer, go get some water, take a walk, climb the stairs





## Come on over to my pad

If you take our healthy advice and spend time on your feet each day, you'll enjoy the rewards. Standing while working can help burn calories and boost metabolism while increasing blood and oxygen flow to the brain. Enhance the effects by including movement, which reduces fatigue, back and joint pain while making the day more productive and, dare we say, fun.

**Recommendation:** Footpad



## Pedal pushers are back in style

Sitting still was a challenge in Kindergarten. And we now know it's not always good in the office either. When you maintain a static position for extended periods, you not only invite fatigue, you burn fewer calories. Slip a Mini-elliptical or adjustable Foot Rest under your desk and you'll expend more energy, burn those calories, and you'll likely feel better for it.

**Recommendation:** Mini-stepper, Mini-elliptical, fidget a little it's good for you

## Laugh your way to good health

Work can be serious, too serious. While the potentially damaging effects of stress are well known, it's also true that laughter can be good for you. Take time each day for a chuckle or two. Laughing can help strengthen the immune system, reduce food cravings and cut the levels of stress hormones. Laugh away. (Just not at the boss.)

**Recommendation:** Make a face, be creative, think positively, laugh with a co-worker



## Don't do the twist

Bending and twisting in your chair can result in neck, shoulder or back pain. Prevent awkward positions by placing your monitor, phone, printer or other items you use regularly close by. Minimize twisting, reaching up or bending. Use Organizational Worktools to keep regularly used work items within easy reach and easier to find.

**Recommendation:** Organizational Worktools, Monitor Support





## Stop flicking the wrist

Frequently moving your mouse side-to-side or back and forth increases risk of pain and injury. Bending the wrist up, down, or to either side while mousing can place strain on the wrist nerves and tendons causing inflammation and nerve damage. Use whole arm motions when operating a mouse and avoid doing the twist with your wrist.

**Recommendation:** Keyboard Support with Mousing Surface, Palm Rest



## Not all keyboard platforms are alike

Workstation layout and individual user comfort are equally important factors when it comes to Keyboard Platform selection. A broad shouldered worker may prefer a wider keyboard/mouse setup. A smaller worker may require a closer mousing surface to reduce reach. Remember, a Keyboard Platform provides adjustability, but one size will not fit all people or places.

**Recommendation:** Keyboard Platform with Mousing Surface

## Avoid the tuck

Leaning forward when using the computer forces the feet to drift back onto the chair base or tucked under the body. Your feet need adequate support and the “foot tuck” doesn’t provide it. Sitting back in the chair with the legs extended improves circulation and overall comfort. If foot support is an issue consider adding a Foot Rest. Avoiding the “tuck” could improve your day.

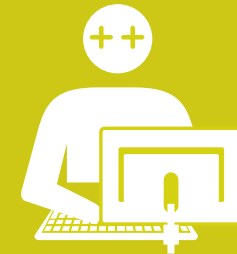
**Recommendation:** Foot Rest, move feet forward to encourage contact with chair back



## Keeping your focus

Eye muscles, just like other muscles, get tired when held in a static posture. Staring at a monitor at a fixed distance forces your eye muscles to work hard to converge the image while focusing on the screen. To alleviate static vision, periodically give your eyes a rest. Focus away from the screen every 20 minutes on an object 25 – 40 feet away to help prevent eyestrain.

**Recommendation:** Flat Panel Monitor Arm, vary your routine





## A light adjustment

Many computer users turn off their lights in overly lit offices to avoid eyestrain and headaches. Lighting levels do not need to be as bright for computer work as for reading from paper documents or handwriting text. For greater comfort, lower ambient lighting for computer work and provide directional lighting for documents or deskwork. A flexible Task Light can add the light where it is most needed.

**Recommendation:** Positionable, dimmable Task Light



## Up and at 'em

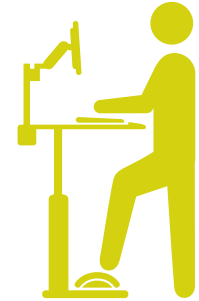
As schoolchildren many of us were told to “sit still.” But the fact is, sitting still for long periods tethered to a desk and chair simply isn’t healthy. A fixed posture held for as little as 60 minutes reduces blood flow to muscles and increase fatigue. Over time it can lead to pain and injury. That’s why height-adjustable furniture that easily enables workers—especially computer-intensive workers—to move from a sitting to a standing position is a healthier way to work.

**Recommendation:** User controlled adjustable worksurface, Monitor Support

## A place to put your feet up

Days at the office can be packed with stress. Muscle tension leads to fatigue, and fatigue can lead to discomfort—or worse. Frequent breaks are important, and so are simple changes in position. Whether you're sitting or standing, a Foot Rest, when used with good posture, can help you feel better and stay well, even when things are tough at work.

**Recommendation:** Move feet forward while seated, alternate feet while standing, Foot Rest



## Don't just sit there

As the day wears on mental fatigue often sets in. But the mind can be stimulated with a little physical movement. In addition to height-adjustable furniture (see “Up and at ‘em”), consider a new way to work. Consider providing a shared resource that actually allows workers to walk while doing all the work that's normally accomplished while in a sedentary position. Just an hour or two per day on a Walkstation can boost energy levels and productivity.

**Recommendation:** Walkstation, Footpad, make it a standing or even a walking meeting





## Smart phones aren't so smart

Handheld devices are causing neck pain and aching thumbs. Extended use for texting and email can increase the risk of permanent injury. Try to limit the time you spend on your device. Switch hands frequently. Whenever possible, use a hands-free headset. Reduce thumb-time by writing short messages. Above all, be smart. Remember, your phone needs a rest.

**Recommendation:** Hands-free headset, alternate hands



## Laptop-on-the-go

Today's workers move between the office, home office and conference rooms. Their laptops go along for the ride. Laptops may be good for mobility, but they can be tough on your body. Maintain good posture wherever you work, take along a separate keyboard, a mouse and cables. Don't compromise wellness when working on a laptop.

**Recommendation:** Light-weight carrier for laptop, keyboard, Palm Rest, mouse and cables

## Stop the backwards bend

If you wear bifocals while computing you may be bending your neck backwards and placing stress on it as you look through the bottom of your lenses to see the screen. Consider your relationship to the monitor. Lower it as much as possible. A flat screen on an adjustable supporting arm is ideal for this purpose.

**Recommendation:** Flat Panel Monitor Arm



## Your dominant eye

Everyone knows their dominant hand but few know their dominant eye. To find it, make a small circle with your hands and peer through while focusing on a distant object. Alternate closing each eye. The eye that keeps the object in the circle is your dominant eye. Place documents to the side of the dominant eye. This will reduce re-focusing and neck movement.

**Recommendation:** Organizational Worktools





## Your head is not a bowling ball

But it weighs about as much—anywhere from 8 – 10 pounds. Craning your neck to view a screen that's too far away, bending it back to see a monitor that's too high, or bending it down to view a document places undue strain on your neck and shoulders. Avoid bending your neck in any direction while computing. Keeping your head straight could save your neck.

**Recommendation:** Document Support, Flat Panel Monitor Arm



## No hunching allowed

The first step in arranging your workstation is to adjust your chair. Position the seat height so your feet are flat on the floor with hips slightly higher than your knees. Use the keyboard without bent wrists or hunched shoulders. Position your monitor so the top line of the screen is no higher than eye level. If you need to go higher raise your chair and use a Foot Rest to support your feet.

**Recommendation:** Foot Rest, Flat Panel Monitor Arm, chair with quality ergonomic adjustments

## A glaring error

If you experience headaches or eyestrain at the computer you may want to check for glare. Simply turn off your monitor and observe what is reflected on your screen. The best way to combat glare is to eliminate its source. Tilt monitor slightly down, turn off lights, or close blinds on windows. If all else fails, a glare screen can reduce the effects of glare.

**Recommendation:** Flat Panel Monitor Arm

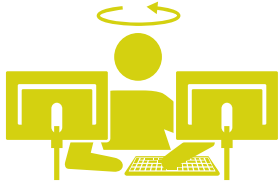


## A paperless society

The computer was designed to free us from paper proliferation. Instead, we collect more paper than ever. Studies show that workers spend hours each week searching for misplaced paperwork. Organizational filing tools can help you put away important files yet avoid the syndrome of “out of sight, out of mind.”

**Recommendation:** Storage Solutions, Organizational Worktools





## Dueling monitors

If you use two monitors throughout the day, position the one you use more often closer to you. If you use them equally, center them directly in front of you and angle them in a slight inward “V” shape. A Flat Panel Monitor Arm—even a double arm—is a great way to add adjustability while also freeing up worksurface space.

**Recommendation:** Flat Panel Monitor Arms



## Taking the “lap” out of laptop

Working with a laptop perched on your lap may seem comfortable, but long or frequent use of this posture is not wise. Bending your neck down to view the screen can strain neck muscles which could lead to pain and serious injury over time. Elevate your laptop on a platform to position the top line of the screen at or a little below eye level. Then add a full-size keyboard and mousing device and go to work.

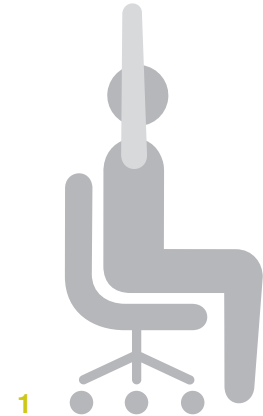
**Recommendation:** Laptop Support, external keyboard and mouse



## Ergo-cises for Wellness at Work

These periodic stretches can improve your body's circulation, reduce tension and help relieve the kind of muscle stress that can build up when working at the same position for long periods of time.

1. Extend your arms overhead and clasp your left hand with your right hand. Keeping your arms fairly straight, gently pull your left arm to the right and hold for five seconds. Relax and repeat with your other side.
2. Extend your right leg and point your toes directly ahead. Slowly flex your ankle until your toes point straight ahead and hold for five seconds. Relax and repeat five times. Or rotate your ankle in each direction for ten revolutions. Repeat with your left leg.
3. Lean forward and touch your toes. Hold for five to ten seconds then slowly return to an upright position.
4. Hold your right leg just below the knee and hug it to your chest. Hold for five to ten seconds. Switch legs and repeat.





Wellness in the workplace.

For further information, please go to the Details website [details-worktools.com](http://details-worktools.com) or call 800.833.0411

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