

<b>KAUST Health and Safety Toolbox Talk</b>	Toolbox Talk Number	HSE/RF/TBT/003	 جامعة الملك عبد الله للعلوم والتقنية King Abdullah University of Science and Technology
	Title	Office Ergonomics	
	Date of issue	March 01 <sup>st</sup> , 2017	

Office ergonomics is giving attention to the design of your office system, to match the design of your monitor, mouse, keyboard etc. In other words, it is the study of the kind of work you do, the environment you work in, and the tools you use to do your job. The goal of office ergonomics is to set up your office work space so that it fits you and the job you are doing.

**Office ergonomics** applies to the layout of the office, the choice of office equipment, the office environment, and the set-up of the office workstation, e.g. the choice of office furniture – otherwise referred to as workstation set-up.

**Repetitive Strain Injury (RSI)** occurs among adults who work long hours at computers. It is a medical condition affecting the neck, upper back, shoulders and upper and lower arms, elbow, wrist or hand, or a combination of these areas. The injury occurs when too much stress is repeatedly placed on one part of the body – such as a wrist from clicking a mouse over and over – resulting in pain and swelling, muscle strain or tissue and nerve damage.



**Early warning signs of an RSI include:**

- Tingling
- Numbness or pain in the affected area
- Stiffness or soreness in the neck or back most of the time
- Feeling of weakness or fatigue in the hands or arms that does not improve with rest

**Major RSI risk factors include:**

- *Force.* Applying greater force to a keyboard than what is necessary.
- *Frequency/Duration.* Repeated or prolonged activity without sufficient rest or change in activity.
- *Posture.* Maintaining joints and body segments in a non-neutral position.
- *Environment.* Effects of poor lighting, noise and climate.
- *Psychosocial.* Risk factors are heightened by high work pressure and other psychosocial problems.

**Everyone can take some simple actions to practice proper office ergonomics and avoid RSIs, including:**

- Set up your workstation properly.
- Adopt a good working posture.
- Set up your chair for lower back support, feet flat on the floor, and arm rests adjusted.
- Pay attention to your arm inclination, elbow height and wrist posture.
- Adjust your input devices, such as keyboard and mouse, to achieve a neutral position.
- Position your work reaches, keeping needed items and accessories close.
- Follow the 20/20/20 rule – for every 20 min – take a 20 sec break and look 20 m away from your monitor.

Watch and Share [Laptop Ergonomics - Basic Tips](#)

Watch and Share [Setting Up Your Computer Workstation](#)

For more information, please contact [Community.Safety@KAUST.EDU.SA](mailto:Community.Safety@KAUST.EDU.SA)