Tips for Designing an Ergonomic Work Station

by KIM HASTINGS, President - CJ & Associates, Inc.

Employers pay approximately $20 billion annually in direct worker's compensation costs for work-related musculoskeletal disorders (MDSs) and another $60 billion in indirect costs. MDSs make up the bulk of the job-related illness and injury problem in the U.S. today.

Office ergonomics "applies science to workplace design to maximize productivity while reducing operator fatigue and discomfort." Work stations set up without ergonomics in mind can lead to MSDs such as carpel tunnel.

The following list indicates the basics for an ergonomic workstation:

- **Top of monitor at or below eye level**
- **Monitor and keyboard centered in front of you**
- **No glare on screen**
- **Documents in line with keyboard and monitor**
- **Negative tilt keyboard support**
- **Wrists flat and straight**
- **Arms and elbows close to body**
- **Change postures often**
- **Feet flat on floor or footrest**
- **CPU off desk**
- **Take frequent short breaks**

* Based on information found at www.humanscale.com.

To evaluate the ergonomics of your office, print off the checklists found on the OSHA website:
http://www.osha.gov/SLTC/etools/computerworkstations/checklist.html
or

Contact CJ & Associates, Inc. at 262-786-1772 to develop ergonomic workstations for your employees.

CJ & Associates, Inc., whose president, Kim Hastings was named a 2007 Woman of Influence, is one of the Top 25 Largest Women-Owned Businesses in Wisconsin. The company is a 2007 Top Milwaukee Workplace honoree and was selected to the Metropolitan Milwaukee Association of Commerce/Council of Small Business Executives Future 50 List.

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NEW BERLIN
16915 W. Victor Road, New Berlin, WI 53151
(262) 786-1772 fax (262) 786-7220

MADISON
4123 Terminal Drive, Suite 230, McFarland, WI 53558
(608) 838-4842 fax (608) 838-2085