

## ERGONOMIC SOLUTIONS

The health, safety and welfare of employees are very important factors for productivity, morale, and the overall bottom line of a company. There are many products on the market to ergonomically enhance your workspace, ensuring all of your employees needs are met.



1. **Keyboard platform** – easily adjusts the height and angle of the keyboard, has a palm rest.
2. **Mousing** – Some keyboard platforms have a mousing pad separate from the platform, allowing maximum adjustability for comfort.
3. **Monitor Arms or Stands** – Position your monitor at arms-length, make sure the top of your monitor screen is slightly below eye level for maximum comfort.
4. **Document Holder** – A curved back document holder reduces glare. Position the document holder in-line with the monitor to reduce eyestrain.
5. **Eye Protection filter** – Another way to reduce eye strain is to use a monitor with an anti- glare screen. There are after- market filters available that can attach to your monitor to reduce glare.
6. **Task Lighting** – Can help to reduce eye strain by providing a well-lit work area.

### Other areas of ergonomics relate to:

- A. **Ambient Lighting & Daylight** – If you have fluorescent lights, try to position your set up between the lights. If you are near a window, position your computer so it is perpendicular to it, minimizing eye strain inducing glare on sunny days. Use window blinds to control the light source throughout the day.
- B. **Ventilation** – Make sure you have sufficient fresh air and ventilation. Place your laser printer and photocopier vents away from you and use unbleached paper, as it is toxic free. The use of some household plants will remove toxins such as benzene, carbon monoxide and formaldehyde from the air.
- C. **Noise** – Noise can have an adverse effect on productivity in an office. Consider acoustical treatments to help reduce noise such as, carpet or wall treatments, panel systems, and white noise systems.

Call *Milton Terry* for additional information on ergonomics and solutions for a healthier work environment. We are happy to help!

\*Information provided with the assistance of Global Total Office.

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