Feel Better. Work Better.

Stanford University

PROPER ERGONOMIC POSTURE

ADJUSTING YOUR WORKSTATION

USEFUL ERGONOMIC TIPS

WORKPLACE ETIQUETTE

Your workspace should respond to your changing needs, helping you eliminate uncomfortable postures, reduce eyestrain, enhance communication, and harmonize with your technology. A good work environment should make work easier on your body so your brain can do the heavy lifting.

Complete EHS-3400 (register in STARS) within the first week of moving into your new workstation.

HermanMiller Certified Dealer PIVOT

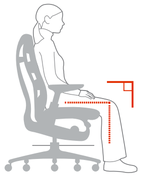
Environmental Health & Safety

The Chair

1 Sit all the way back in the seat

2 Feet should be flat on the floor or on a footrest.

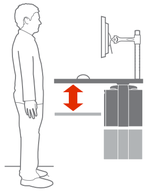
3 Hips and knees should be should be at approximately a 90˚ angle.



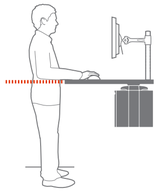
4 Arms should be positioned just under your forearm.

The Sit-to-Stand Work Surface

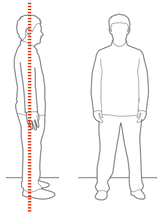
1 Use a sit-to-stand work surface to adjust postures throughout the day.



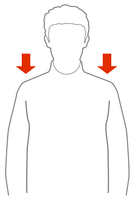
2 The height of your work surface should be near elbow height.



3 Stand up straight, balancing your weight evenly between both of your feet.



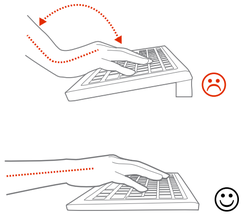
4 Keep shoulders in a neutral position, with no lift.



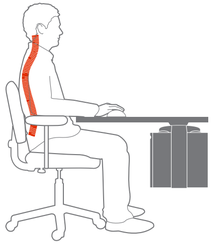
5 Your elbows should be at a 90˚ angle, with your wrists in a neutral position.

The Keyboard

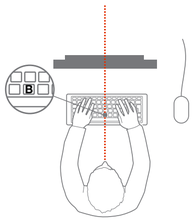
1 Always ensure that your wrists are in the neutral position, which means the hands and wrists are in line with your forearms.

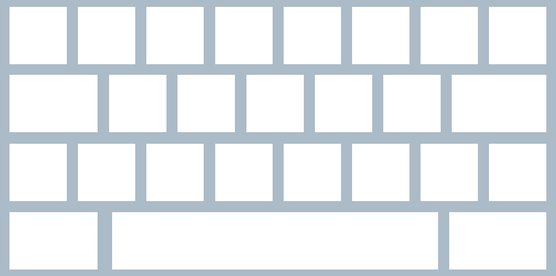


2 Your chair and seated position should be relative to the height of the desk and your position to the work surface and keyboard.



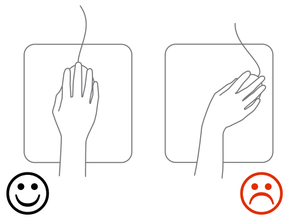
3 To ensure that the keyboard is fully centralized, the letter “B” should be in line with your bellybutton.



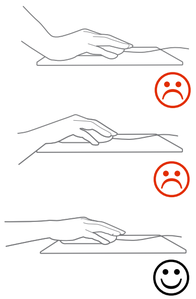


The Mouse

1 When handling the mouse, keep your hand in a straight line with your forearm. Avoid bending the palm at the wrist: either to the left or right, or up or down.

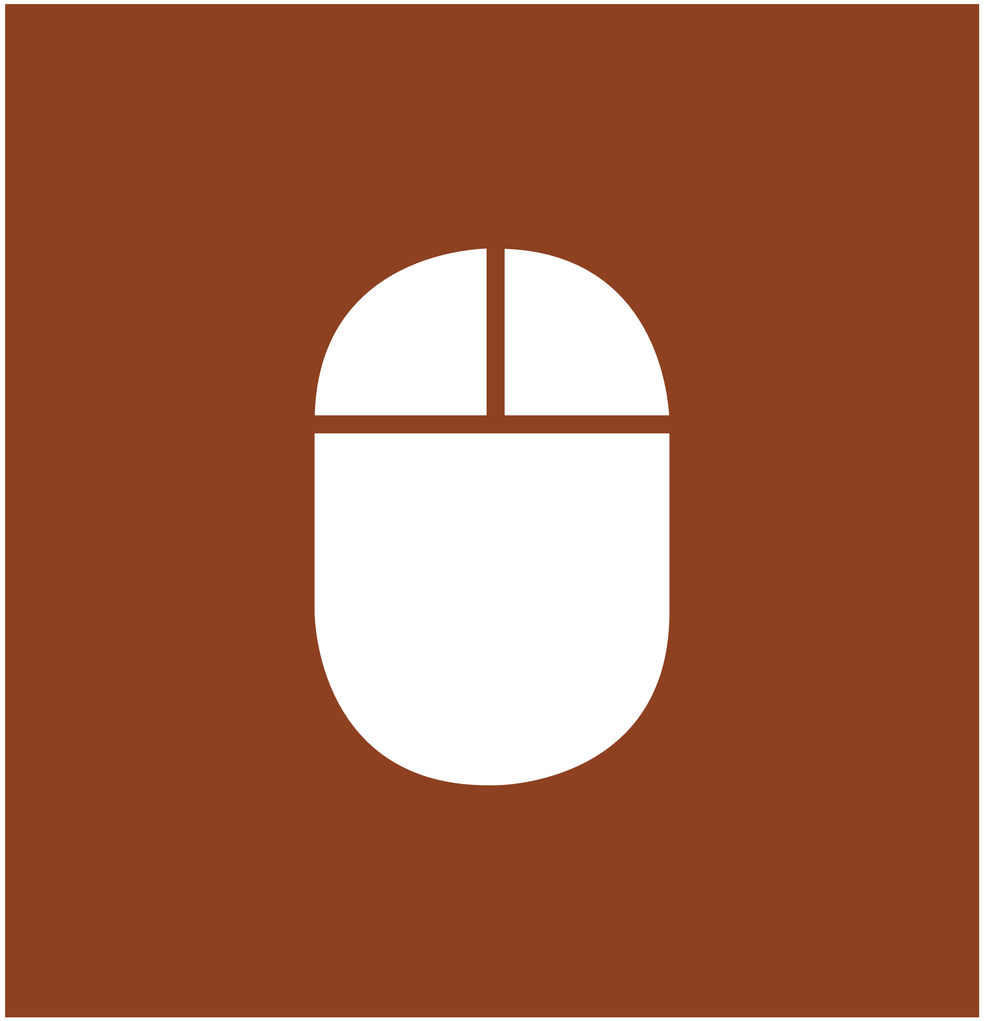


2 Avoid mouse shapes that may cause the wrists or fingers to be bent sideways or upwards when grasping the device.



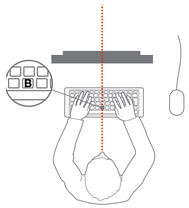
3 Keep your mouse in your primary reach zone and do not over-extend your arm. Your mouse should stay at the same level as the keying surface.

4 Float the wrist over the work surface.



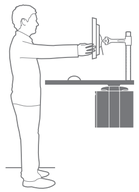
The Monitor

1 The computer monitor should be placed directly in front and facing you, so that your body and neck aren't twisted when looking at the screen.

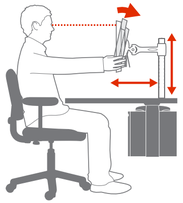


2 Viewing distance—the monitor should be at a comfortable horizontal distance for viewing, which is usually around an arm's length for 20/20 vision.

3 Your screen should be positioned about an arm's length away (20-28 inches on average).



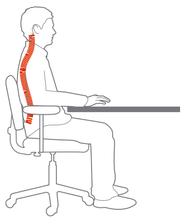
4 Place the monitor at a comfortable viewing height that doesn't make you tilt your head up or bend your neck down to see it. (Users with bi-focals or PALs may choose to lower the monitor to prevent neck strain.)



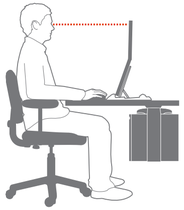
5 Screen image should be legible, flicker-free, stable and free from glare and reflections. It should also tilt and swivel easily to suit your needs.

The Laptop

1 Ensure that your chair is set up correctly and that you are seated at the correct height in relation to your workstation.

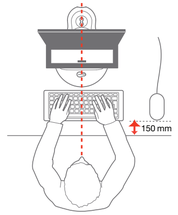


2 Use a laptop stand which allows you to raise the top of the screen to the correct viewing height. This eliminates neck strain that results from tilting your head downward for extended periods of time.



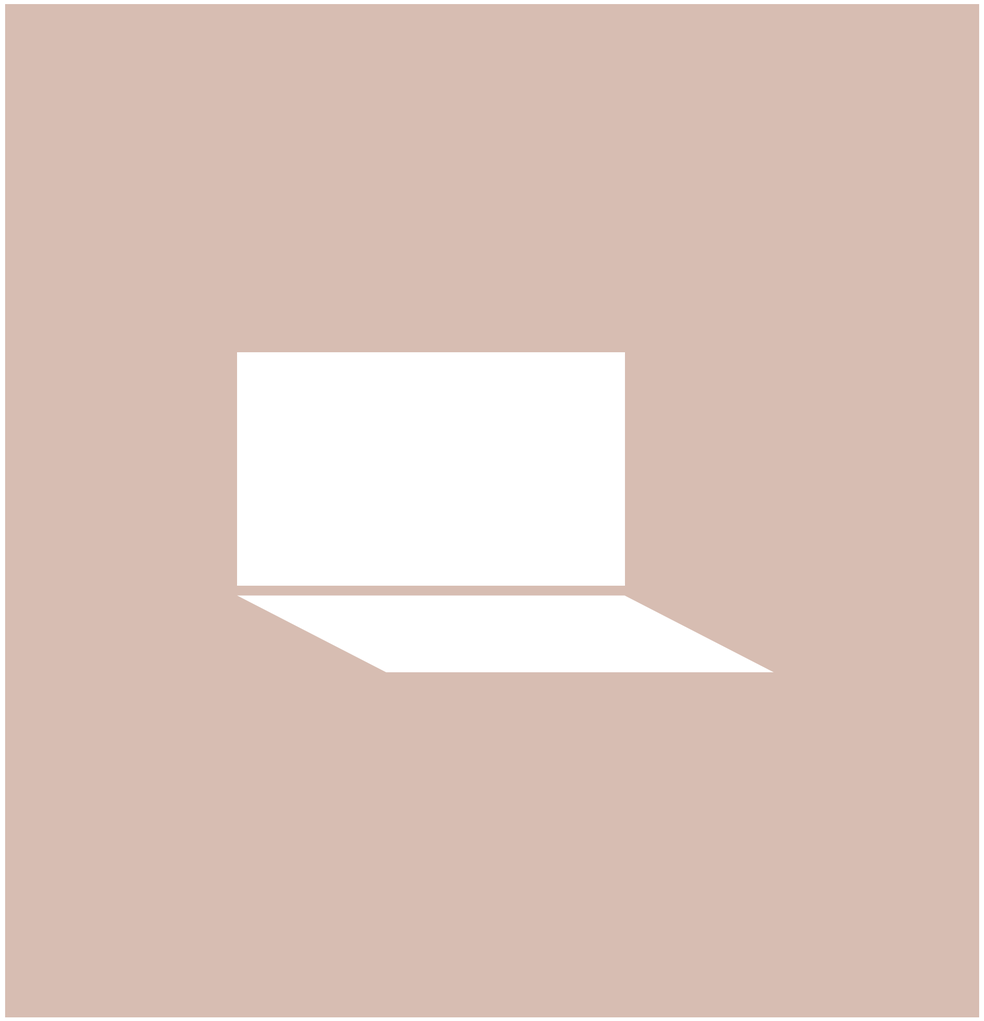
Note: Please refer to "The Monitor" for tips on screen placement and viewing angle.

3 Use a separate keyboard and mouse on a suitable work surface.



4 The laptop screen should be placed directly in front and facing you so that your body and neck aren't twisted when looking at the screen.

5 The laptop should be at a comfortable horizontal distance for viewing, usually an arm's length. If your legs are not reaching the floor, use a footrest.



Task Chair

A key factor in supporting the technology worker is a good task chair.

SAYL CHAIR

Sayl's 3D Intelligent suspension back provides passive PostureFit sacral support, which allows your spine to maintain its natural S shape, and empowers your body to maintain a healthful posture with less fatigue.

ADJUSTING YOUR SAYL CHAIR

DID YOU KNOW

The Sayl chair was inspired by suspension bridges—structures that deliver support with minimal material.

Sit to Stand Table

Sit. Stand. Repeat. Moving throughout your day increases your energy and focus.

RENEW TABLE

Programmable switch allows you to easily raise and lower table or preset sitting and standing heights. Softly angled corners prevent bumps and bruises. Slim profile legs give room to move.

ADJUSTING YOUR RENEW TABLE

DID YOU KNOW

Most North Americans are sedentary for **21 hours** a day. Changing your posture throughout the day can reduce health risks.

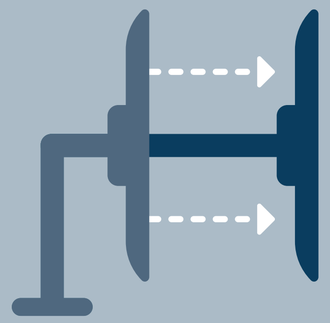
Monitor Arm

Adjusting your monitor for the posture and task to ease eye strain and increase focus.

FLO MONITOR ARM

The fluid, dynamic movement of Flo monitor arms lets you adjust the position of one screen or multiples exactly where you need it. Large range of motion and quick, intuitive fingertip control.

ADJUSTING YOUR FLO MONITOR ARM



DID YOU KNOW

Leaning forward toward your monitor places pressure on your neck and often leads to **headaches**.

Storage

Providing ample space to house personal items and organize business tools enhances your experience in the office.

TU STORAGE

Tu efficiently stores personal and work items, creates boundaries, and provides places for people to gather.

KEYLESS LOCK INSTRUCTIONS

DID YOU KNOW

An estimated 38 working hours per person each year are lost as a result of looking for misplaced items in the office.

20-20-20 Rule

Every 20 minutes – look at something 20 feet away for 20 seconds. This exercise will help you avoid eye strain, reduce headaches and neck pain.

Dual Monitors

When using two monitors, align them in front of you according to your time spent looking at each screen to minimize head turning. Each monitor should be approximately a full arm's length away.

Wear Bi-Focals?

Tilting your screen up slightly will help ease eye strain when wearing bi-focal or progressive lens. Lowering your monitor may also help prevent neck strain.

Microbreaks

Take a 1 - 2 minute break for every 30 minutes of continuous work to stretch and interrupt sustained postures and repetitive motions.

Sit Back

Sit all the way back in your chair. This helps support your spine's natural S shape.

Foot Support

Make sure your feet are squarely supported on a foot rest or the floor. Putting your feet on the base of the chair can reduce circulation to your legs, and can affect spinal alignment.

Parallel Position

While typing keep your forearms parallel to the floor, with your elbows in a relaxed position. Too-high surfaces will cause elevation at the shoulders, increasing tension in the neck and back.

Pull Screen Toward You

Pull your environment toward you – not the other way around. Sit back in your chair, and pull your monitor(s), keyboard and mouse toward you to reduce the tendency to lean forward. Learning forward increases strain on the spine, neck and jaw.

At Your Desk

Today's office is much more than a staid place of process-driven business; it's a thriving ecosystem of collaboration and cooperation, where ingenuity, big ideas, and fair-trade coffee percolate freely. But as our workspaces progress, so too must our approach to living in them. The benefits of a more fluid and flexible office—better light, views, and access to colleagues, for example—are quickly undone by less than professional behavior and awkward distractions. So, whether you work at a table or bench, or in a workstation or private office, we believe that the first order of business is to get your own business in good order. Read on for our take on common courtesy and collective cleanliness that will make the most of your personal work environment.

Workspace Hygiene

You probably wouldn't show up to work on Monday morning wearing a Tabasco-stained shirt and dayglo slippers, so consider your workspace as an extension of your personal appearance. Keep clutter to a minimum, banish excess presentation materials, electronica, catalogs, water bottles, and waste. Periodically remove the crumbs from your keyboard and try to keep your screens and surfaces smudge free. Keep only what you need on your desk, and don't let that half-eaten energy bar linger. Similarly, recycle outdated paperwork regularly. You'll find a clean slate lets you and your colleagues operate with clear heads.

Personal Items

Perhaps you love cats. Really, really love them. Or maybe you can't get enough of babies precociously staged as peapods and baby chicks. Or psychedelic rock posters. They're what make you so...you! Your workspace should bring out your unique creativity but express personal interest with discretion. Keep in mind your coworkers might not share your tastes. The same goes for wacky knickknacks, achievement award overload, sad ferns, and excessive personal photos.

Hang Ups

Your outerwear has been designed for traversing rugged mountains and majestic peaks, so does it really belong on your chair all day? No matter how high performance (or high style) your coat is, while at the office it belongs on a rack or in a closet. Meanwhile, store your tote bags, messenger bags, and any other attendant swag out of foot traffic's way.

Gadgets

The modern workplace should embrace technology and all of its ceaseless convenience and exponential innovation. However, try to keep your e-pads and headphones and smart tabs to a minimum to avoid sensory overload. While it's admittedly pretty fun to pretend your desk is Mission Control, employing excessive devices can create an aesthetically displeasing and vaguely antisocial aura. And, at the end of the day, be sure to turn off your gadgets and unplug anything that doesn't need power.

Menu Planning

The office can often resemble an exotic food court: yellowtail sashimi here, chicken chopped salad there, burrito bowls…everywhere. Somewhat sadly, one out of three Americans eats lunch at their desks. If you're one of them, be considerate. Hold the onions. If you must savor foods that have a lingering aroma, consider lunching in a designated dining space or enjoying your meal in the outdoors or at a restaurant nearby.

Public Speaker

The speakerphone is undoubtedly convenient, but it can also be a profound irritant. The shrill airport announcement-like tones emanating from the miniature loudspeaker on your device or desktop forces those within earshot to eavesdrop, so avoid the three-hour conference calls on speaker unless you're safely squirreled away. And beware the deadliest breach of all office etiquette: broadcasting the pre- call hold music.

Scent & Sensibility

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Gather With Purpose

You many have heard the saying, "a camel is a horse designed by a committee." But when you think about it, the camel is a marvelous beast, able to traverse miles of desert sand without hydration or sunglasses. Similarly, committed crews of professionals working together, pushing each other to think bigger and bolder, can execute exponentially amazing things. And where do these dream teams assemble? In meetings.

The goal of any meeting, from a one-on-one conversation to a standing room only show-and-tell, is to harness the power of collective insight. Even more than the right physical space, a good meeting demands the right mindset: active participation, clear communication, solid direction, sincere listening, and deep focus. Snacks help too. So read on for our tips to make meetings matter more.

Think Before You Meet

Before you set up a meeting, ask yourself: Is this meeting really necessary? Does everyone you're inviting have a defined role to play? Are you scheduling it at 5:30 p.m. on a Friday? Be careful about overscheduling your team, and avoid cavalier cancelling and the dreaded "reoccurring reschedule." While the meeting is in progress, stick to your objectives and don't let small talk or tangents take over. That said, if a topic catches fire at meeting's end, don't stifle it for the sake of time—ride the lightening in the spirit of spontaneous creativity.

Get A Room

If your impromptu chat turns into a multi-person brainstorm, perhaps you should take it behind closed doors. This is more considerate of your coworkers' ear space. Also, having all energies focused on the content at hand is far more effective than hashing it out by the printer—especially if you're discussing sensitive subject matter.

Be There

We see you, Wanda WhatsApp. And you, too, Monsieur Minecraft. And don't get us started, Senor Status Update. When you're in a meeting, give your coworkers the attention they deserve—that is, all of it. Yes, our app-addled brains are used to dizzying amounts of micro-tasking these days but fight the urge to check out who liked your bulldog puppy photo or to text your spouse that you feel like Thai tonight. By making a conscious effort to be present, participatory, and not preoccupied by a Scrabble triple-word smack down, you're able to be the most valuable team member.

That's Neat

In these days of many, many office gatherings, it behooves us all to treat the conference room, or any shared space, like a campsite: always hike out with what you hiked in with. That means taking everything with you: from pens and presentation decks, to flash drives and foodstuffs. Even though people in the next meeting may be chomping at the bit to get into their weekly status update, remember to erase any boards, push the chairs back in, and clear out.

Conference Call Like A Boss

If you're hosting remote callers, pretend you're one of those disembodied indiscernible voices on the other end of the line. Be sensitive to the people who have dialed in for the meeting and give them an opening to speak. In addition to patience and plentiful pausing, when you do speak up, talk directly into the microphone. Also, be aware that little bits of background buzz—a murmured joke here, a bit of nervous tapping there—all add up. Don't be a brute with the mute. Muting for epic periods of time slows down the call and frustrates all. Finally, always be 100 percent sure you've hung up.

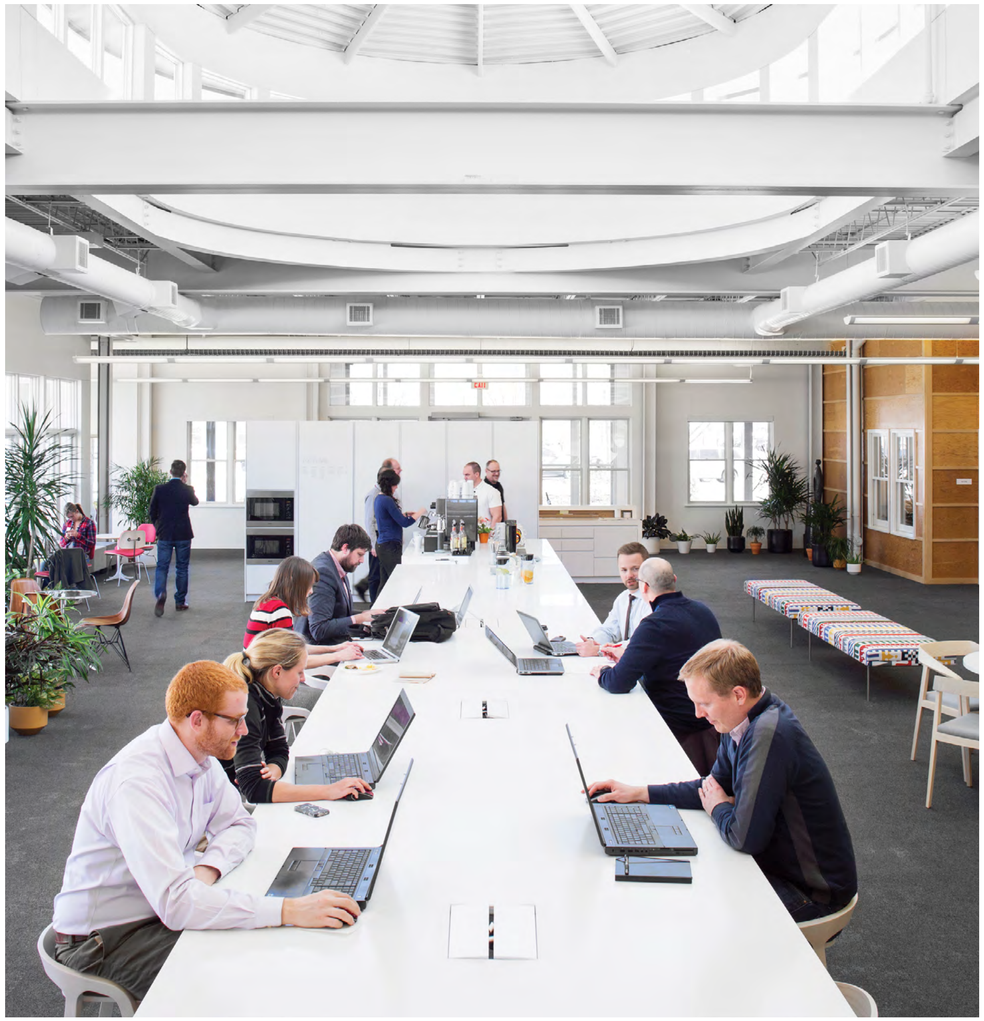
Reserve with Care

It's the golden rule: reserve a meeting space based on the tools you'll need and for the time you'll require. No need to go crazy with multiscreen video conference capability for a simple status check-in. And should you need to link to Dubai, London, Sydney, Moscow, and Beijing, a) you're very impressive and b) you may need more than a whiteboard and speakerphone to do the trick. And while technological glitches are a fact of modern life, double-check that your presentations, links, dial-ins, and other digital details are "all systems go" prior to lift off.

Community Matters

Odds are that you spend as much time with your colleagues as you do with friends, family, and exotic pets, so strive to make your workplace as harmonious as possible with a daily dose of friendly decorum. Remember to be courteous of others' time (and space), and respectful of their ideas. Above all, remain receptive and resilient— a walking manifestation of your flexible modern office design.

Chances are your flexible modern office offers a more complex topography than just workstations and meeting spaces. Today's office terrain is composed of a variety of shared settings for different kinds of work, calling for different kinds of behavior—and all those new shared spaces aren't going to take care of themselves. Read on for our tips on making common areas uncommonly enjoyable.



Screen Time-Out

Avoid texting and walking. Weaving unsteadily down the hall is not a flattering look, and you could bump into coworkers or topple down stairs. The same goes for social spaces, like break rooms and elevators: there's nothing sadder than a dozen silent people, heads down, frantically thumbing away. Don't let the machines win! Why live-chat, when you can chat, live.

The Organized Organization

Anywhere there are people, stuff is soon to follow, and the office is no exception. Left unchecked and unattended, common areas have the tendency to become dumping grounds for unwanted promos, lost cords and chargers, ignored interoffice announcements, or leftovers from that client lunch. So, whether you brought the bagels, or are just passing by, keep an eye out for unwanted buildup and help return things to their proper place—even if it's the trash.

Printer Follies

In spite of our fluffy new cloud-based digital agility, the frustrations of document printing inspire even the most civilized among us to devolve into some kind of primitive office-inhabiting Neanderthal. So if the printer is jammed, contact a resource to fix it before you flee the scene. And don't attempt to solve the problem yourself unless you majored in advanced toner studies. Once it's back up and running and you're waiting for your documents, follow basic printer etiquette and resist the urge to peek at documents that aren't yours.

Trash Can-Do

Don't wait until April 22nd—make every day an Earth Day! You can help do your part by disposing of everything in its proper place. It's tempting to toss your RC Cola, egg salad sandwich crusts, and 11-by-17s in the same bin but take a moment to give each a dignified and responsible disposal. Bottles and cans go in one. Paper products go in another. And when it comes to trash, compost when you can.

Oh Behave

Even as our work and workplaces become increasingly complex, the reality of office etiquette remains relatively simple. If you find yourself in a quandary, listen to your inner mom: sit up straight, play nicely with others, say “please” and “thank you,” be thoughtful, listen to your elders, use your imagination, read a book, don’t complain, and clean up your room. In the end, you’ll get out of work what you put into it, and if you make it a point to be respectful, good-humored, collaborative, sensitive, and flexible, your colleagues will be more likely to respond in kind. A workplace that works for everyone isn’t going to be the result of edicts from on high, but rather, from the collective contribution, effort, and enlightenment of each and every person.