

Computer Workstation Analysis- Part 2

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Monitor

- **Top line of screen is at or below eye level so employee is able to read it without bending head or neck down/back. (For employees with bifocals/trifocals, see next item)**





- **Employee with bifocals/trifocals is able to read screen without bending head or neck backward**
- **Monitor distance allows employee to read screen without leaning head, neck or trunk forward/backward**



- **Monitor position is directly in front of employee so employee does not have to twist head or neck**
- **No glare (e.g., from windows, lights) is present on the screen which might cause employee to assume an awkward posture to read screen**



Work Area

- **Thighs have clearance space between chair and VDT table/keyboard platform (thighs not trapped)**
- **Legs and feet have clearance space under VDT table so employee is able to get close enough to keyboard/input device**





Accessories

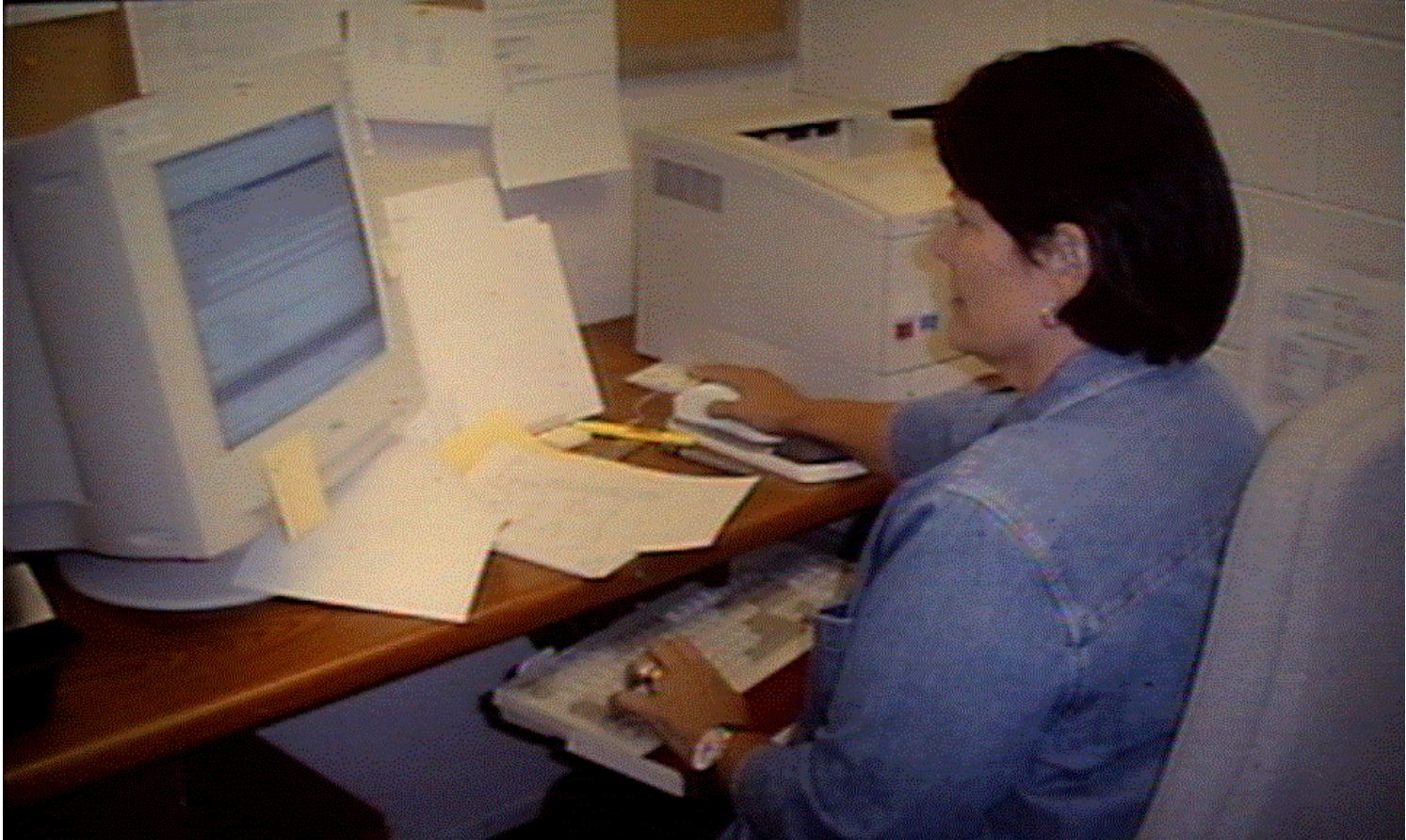
- Document holder, if provided, is stable and large enough to hold documents that are used
- Document holder, if provided, is placed at the same height and distance as monitor screen so there is minimal head movement when employee looks from documents to screen





- Wrist rest, if provided, is padded and free of sharp and square edges
- Wrist rest, if provided, allows employee to keep forearms, wrists and hands straight and parallel to ground when using keyboard/input device
- Telephone can be used with head upright (not bent) and shoulders relaxed (not elevated) if employee does VDT tasks at the same time





General

- Workstation and equipment have sufficient adjustability
- VDT Workstation, equipment and accessories are maintained in serviceable condition and function properly



Reversal-of-Posture Exercises





CHIN TUCK

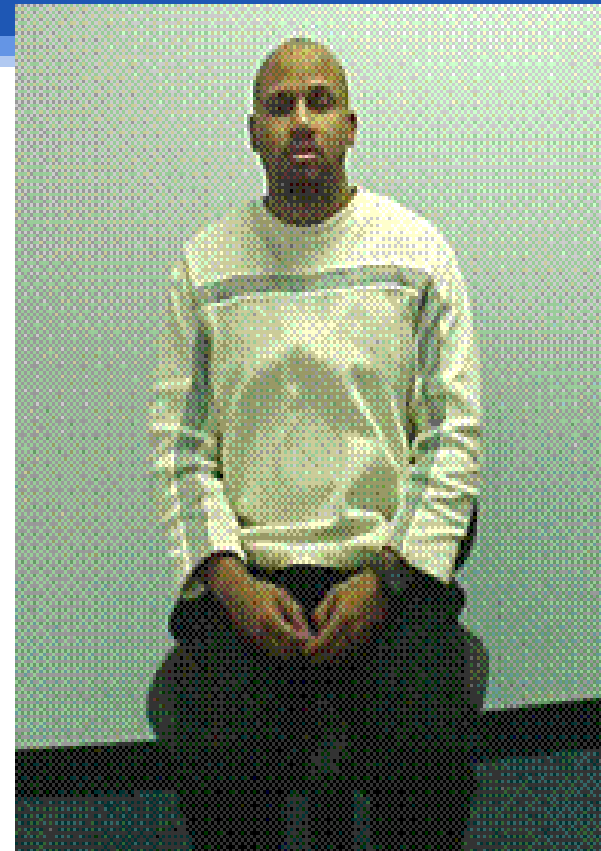
Stand straight. Tuck your chin. Try and stand as tall as you can. Hold for 10 seconds. Can be done in sitting position.



SHOULDER STRETCH

Place one hand on the opposite shoulder to stabilize it, then allow the head to drift down towards the active shoulder stretching side of the neck. Hold the stretch for 5 seconds and then repeat on the other side.





SHRUG-BREATH

Inhaling, clench fists and pull shoulders up towards the ceiling. Exhale slowly allowing fists, arms and shoulders to relax. Keep your eyes closed if possible, and with a second exhalation, let the shoulders go the rest of the way down, relaxing them completely.





FOREARM STRETCH

Start with the elbow bent, and arm held up at shoulder level and hold the hand thumb down against the chest. Make a fist, cocking the little finger side of the fist upward. Gently straighten the elbow and hold for 5 seconds. Repeat on opposite side for 5 seconds.





WRIST STRETCH

Start with the arm at 90 degrees and extended. Using opposite hand, grasp the palm of outstretched arm and pull back towards you. Hold for 5 seconds. Repeat on opposite side.





PENDULUM EXERCISES

Supporting the body with one arm, let the other arm hang limply. Using the movement of the whole trunk and maintaining a relaxed hanging arm and shoulder, allow the arm to circle first in one direction, then in the other direction for 10 circles each way. Repeat on opposite side.



BACKWARD BEND

Place both hands toward the middle of the low back and push the hips forward gently, keeping the knees straight and allow the back to arch for 10 seconds.



- **Implementation of Reversal-of-Posture exercises in the workplace will reduce fatigue, improve circulation, and increase productivity**
- **If you want information about how a computer workstation analysis or screen can benefit your employees, contact Accelerated Rehabilitation Centers at 877-97-REHAB (877-977-3422)**

