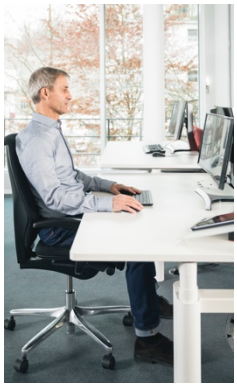
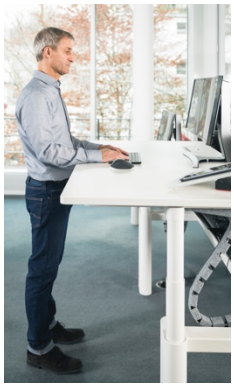
ergoplan

Gesundheitsmanagement &
Ergonomie am Arbeitsplatz

Ergonomics: Correct **settings** at the office-workstation

Office-chair

- Seat height: Place feet flat on the floor, knees at right angles, pressure evenly distributed on buttocks and thighs.
- Seat depth: Sit all the way back, with space for at least three fingers between the back of the knee and the seat surface
- Backrest height: Sit all the way back, lean upright, back, lower back and shoulder blades are well supported.
- Rocking mechanism: Activate, adjust counter-pressure so that backrest sinks back slightly when leaning back in a relaxed position.
- Armrests: Can be used as an extension of the armrest

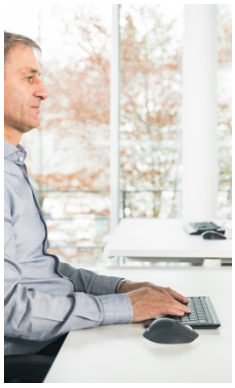
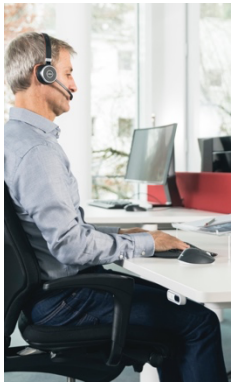



Work-table

- Table height: Shoulders relaxed, elbows bent at right angles, forearms resting loosely on the table surface (applies to sitting and standing table).
- Room to move: Enough legroom and space for easy sitting down and standing up, eliminate tripping hazards.
- Light at the workplace: Choose bright lighting
- Shoes: Always adjust the height of the table and office chair to the height of the shoes.

Screen

- Single screen: Frontal and centred on the person
- Two screens: Frontal symmetrical or main screen frontal (if > 70% in use) and auxiliary screen sideways
- Height and tilt: Top edge of screen slightly below eye level, tilt slightly backwards, view perpendicular to monitor
- Visual distance: 75 to 90 cm between eyes and screen, enlarge font if necessary

Keyboard and Mouse

- Distance to the edge of the table: Maximum 2/3 of the forearm.
- Do not operate the keyboard and mouse with outstretched arms.
- The forearms and palms of the hands should rest on the table when operating the keyboard.
- Keep keyboard flat
- Enough free space for mouse operation
- Start mouse movement from the shoulder
- Replace mouse clicks with key shortcuts: Replace double-click with Enter key. Replace mouse scrolling with page up/down keys etc.

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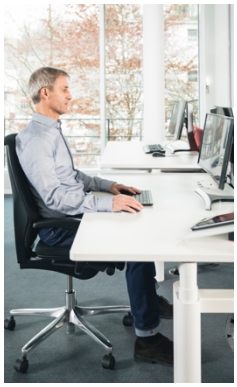
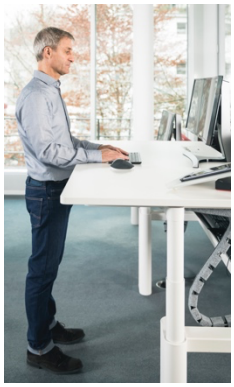
Ergonomics: Correct **behaviour** at the office-workplace

Sitting correctly

- Adjusting the office chair individually
- Always sit completely backwards, straighten the pelvis and upper body and lean against the backrest.
- Leaning back relieves the back and enables an upright posture
- Activated rocking mechanism to lean back in between and thus relieve the back muscles
- To compensate, actively sit upright without leaning, interrupt long periods of sitting with regular standing phases.

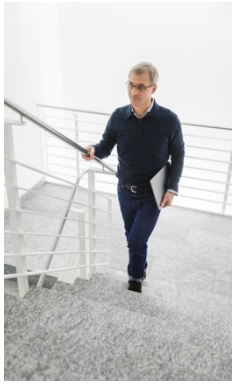
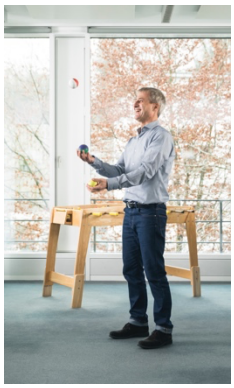



Using the sit-stand table correctly

- Adjust table heights for sitting and standing
- Frequent but brief standing is healthy
- Work standing at least once every hour
- Do not stand for more than 20 minutes per hour
- Stand upright on both feet and do not bend knees
- Set activities for standing to encourage the change from sitting to standing.
- Keep the work surface clear, clean the keyboard and mouse regularly.

Relaxed vision

- Position screens appropriately
- Look slightly downwards to relieve neck strain
- Enlarge text so that characters can be read easily with a relaxed neck and without leaning forward.
- Correct presbyopia early enough, clarify type of glasses, separate PC glasses are usually more suitable than varifocals.
- Ensure sufficiently bright and glare-free lighting conditions
- Clean screens regularly

Exercise and nutrition

- Plan enough exercise throughout the day, with at least five minutes of walking per hour of PC work.
- Get up briefly two to four times every hour
- Hold meetings standing up, use the stairs instead of the lift.
- Plan and take breaks
- Eat a healthy and balanced diet
  only as many calories as necessary.
  Drink about two litres of water per day

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