



Artistic Advantage

Hand Therapy... an advantage for life

WORKSTATION GUIDELINES

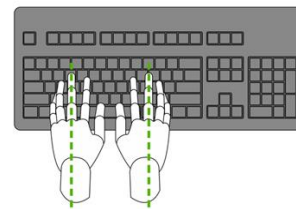


Adjust the Chair

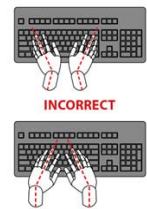
- Become familiar with the adjustable features on your chair.
- Adjust your chair systematically to address individual needs...
 - Thighs parallel or slightly sloped to the floor
 - Back support: horizontal in the lower curve or vertical to the upper back
 - Feet resting on the floor or footrest. Avoid wrapping them around the base of the chair
- Ensure there is at least 1-2 inch gap between the front edge of the seat pan and the back of the legs to minimize pressure points
- Lock the chair to keep it from rocking

Keyboard Placement and Mouse Positioning

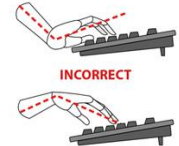
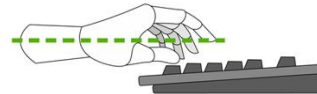
- Place the keyboard just below elbow height with arms at a 90-degree angle or slightly lower
- Wrist and elbow should be close to the same height. The elbow is best about a fist width from the side of the body
- Hands in-line with the forearm, palm over the spacebar to float fingers across the keys
- Mouse positioned next to/ near the keyboard, either to the right or left side of keyboard. Keep your elbow bent, allowing the shoulder to be in optimal position to help power the movement of the mouse. Avoid anchoring wrists to the table or ledge, as this will compress the nerves and compromise blood supply.



CORRECT



INCORRECT



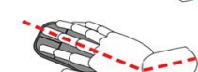
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INCORRECT



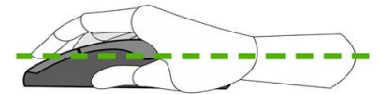
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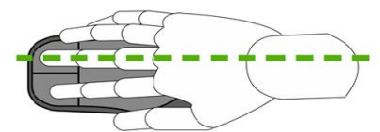
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INCORRECT



CORRECT



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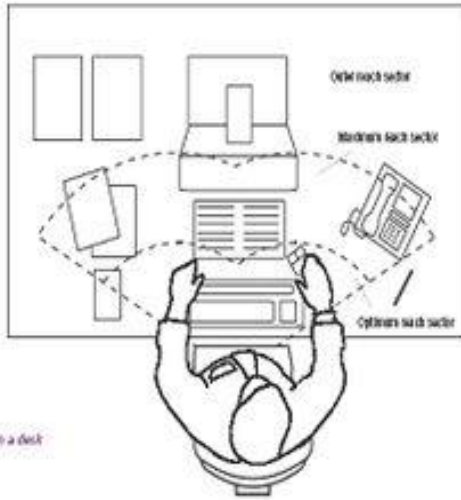
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Monitor Height, Position, Lighting, and Glare

- The monitor screen should be a comfortable distance from the body (approximately arm's length)
- The top portion of the screen that you view should be just below eye level
- Ideally, the monitor should be at a right angle to light sources, such as windows or lamps



Comfort Zone, Headsets, Reaches, & Accessories

- Avoid full arm extension or frequent reaching
- Wear a headset, if applicable
- Placing frequently used items within easy reach

Postures and Changing Positions Frequently

- Avoid prolonged sitting greater than 50 minutes. ~Stretch~
- Alternate job duties to give muscles a balance of pace and restore blood supply
- Stand up during phone conversations
- Plan micro breaks every 20 minutes to move in the opposite direction that you were positioned in.

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