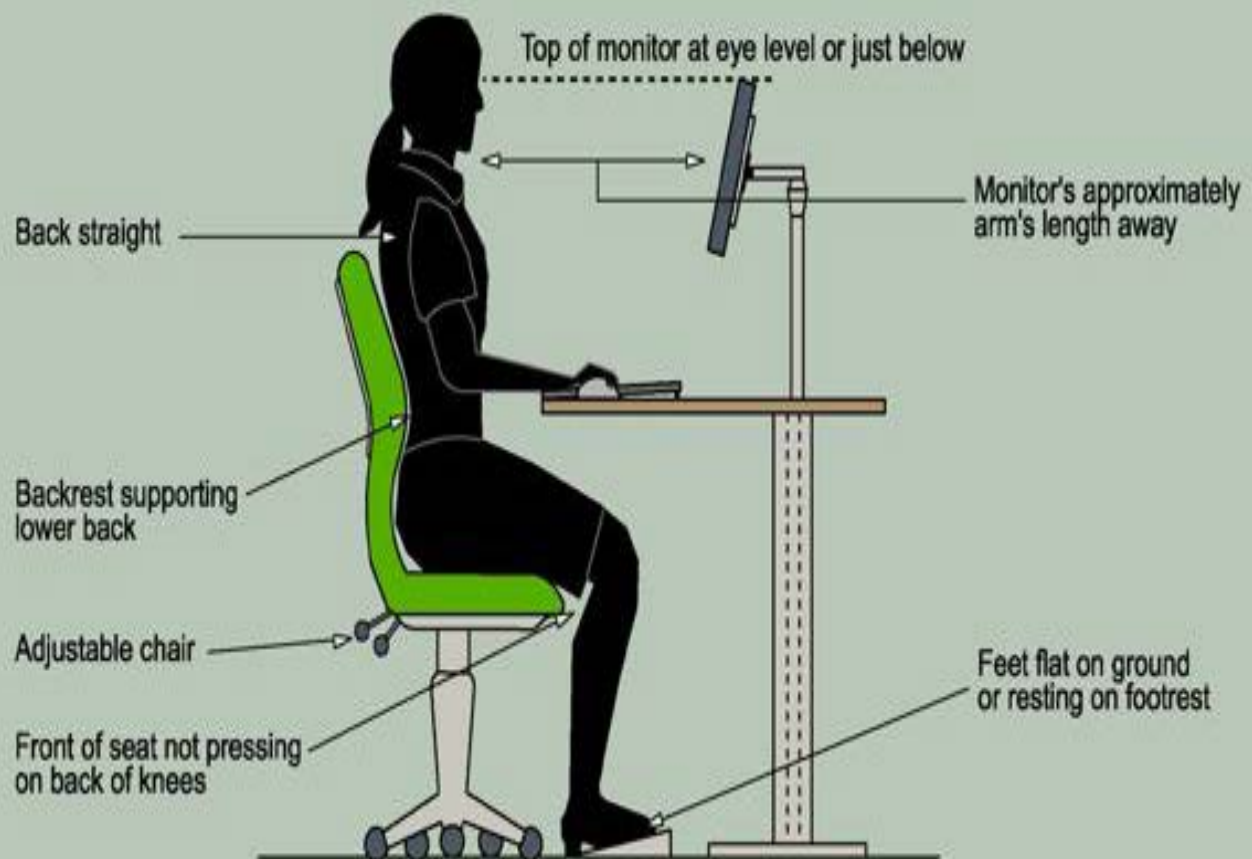


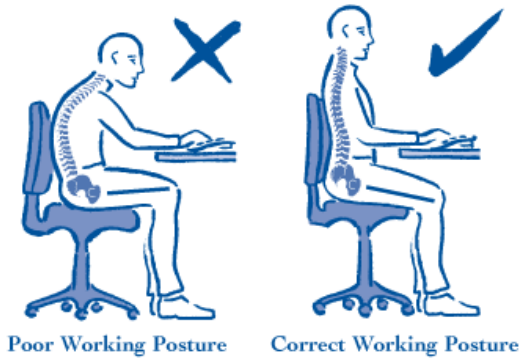
## CALTECH ERGONOMICS PROGRAM – OFFICE ERGONOMICS

The word ergonomics is used to describe the science of "designing the job to fit the worker, not forcing the worker to fit the job." Adjusting your workstation to fit you is the best way to ensure you can work as comfortably and productively as possible.

Following are illustrative examples of optimal ergonomics while sitting and typing:

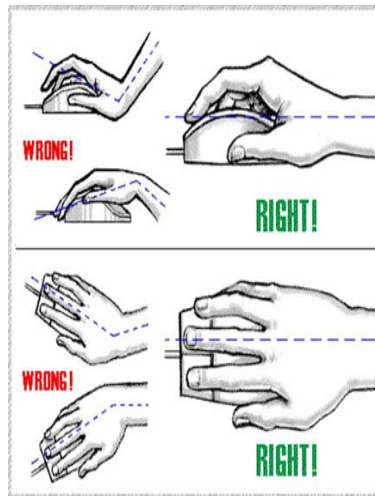
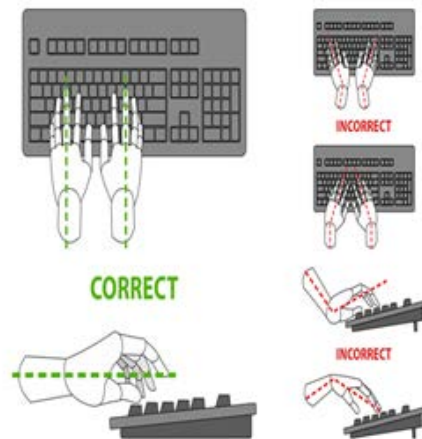
### Workspace Set Up Guide





Poor Working Posture

Correct Working Posture



## HELPFUL TIPS

- Take mini-breaks
  - Take a two-minute walk
  - Get up and get a glass of water
  - Take time to perform a few office stretches
- Change positions
  - Stand while on the phone
  - Lean back in your chair while reading a document
- Work Space
  - Keep the items you use most often close to you in your work space
  - Keep the items used the least in a non-working area

## IMPORTANT ERGONOMIC LINKS:

- Detailed information on ergonomics
  - <https://www.safety.caltech.edu/services/ergonomic>
- Webbased ergonomics training: Under development
  - <https://www.safety.caltech.edu/training>
- EHS training calendar
  - <https://www.safety.caltech.edu/training/TrainingCalendar>

**To get more help with your workstation and comfort at work, contact the Caltech Environment, Health, and Safety Office – ext. 6727 or [safety@caltech.edu](mailto:safety@caltech.edu)**