

Guide to Ergonomics for Office Managers

Help your team feel comfort in their work environment by providing them with a more ergonomical workspace

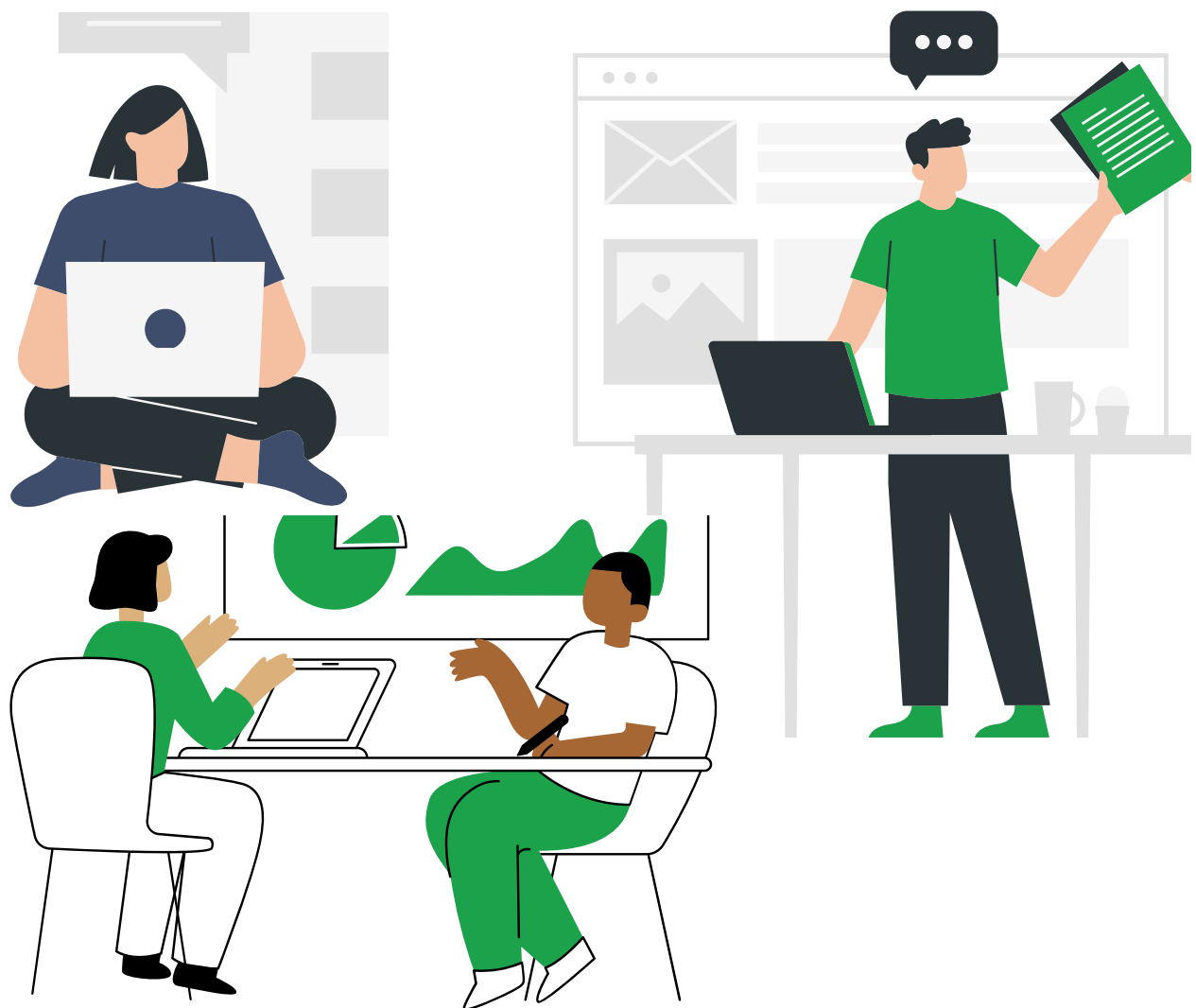


Introduction:

Ergonomics is the study of how people interact with their environment in the workplace. By designing workstations that are ergonomically optimised, office managers can help their employees work more comfortably and productively. In this guide, we'll explore the importance of ergonomics in the workplace and provide tips on how to set up a workstation for optimal comfort and productivity.

Why is Ergonomics Important in the Workplace?

Ergonomics is important in the workplace for several reasons. Firstly, it can help prevent injuries such as back pain, neck pain, and repetitive strain injuries. Secondly, it can improve employee comfort and productivity, reducing the risk of absenteeism and turnover. Finally, it can help employers meet their health and safety obligations under the law.



Choosing the Right Office Chair

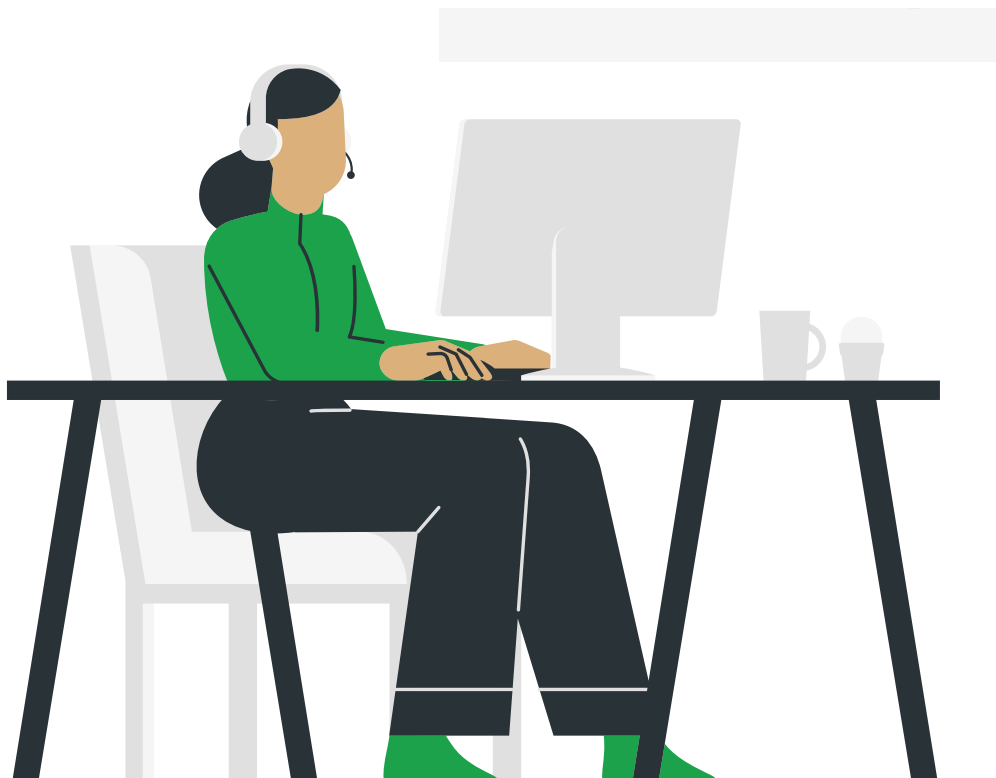
When choosing an office chair, it's important to look for one that provides adequate lumbar support, is adjustable, and has a comfortable seat cushion. The chair should also be able to swivel and roll easily, allowing employees to move around their workstation without straining their back or neck.

Setting Up the Desk

When setting up a desk, it's important to ensure that it's at the right height. The desk should be at elbow height, so that the employee's arms are at a 90-degree angle when typing. The desk should also be deep enough to accommodate a computer, keyboard, and other accessories such as a telephone.

Choosing the Right Keyboard Tray and Monitor Stand

A keyboard tray can help prevent wrist strain by keeping the keyboard at a comfortable angle. The monitor should be positioned at eye level, with the top of the screen at or slightly below eye level. A monitor or laptop stand can be used to achieve the correct height and angle.



Additional Tips for Ergonomic Workstations

Other tips for ergonomic workstations include:

- Taking breaks every 30 minutes to stretch and move around
- Using a document holder to avoid neck strain when reading documents
- Using a headset or speakerphone to avoid neck and shoulder strain when on the phone
- Avoiding glare by positioning the workstation away from windows or using blinds or curtains
- Shakti mats, foam rollers and massage balls can be awesome additions to the office for people taking a break from the desks

Conclusion

By optimising workstations for ergonomics, office managers can help their employees work more comfortably and productively. This can lead to improved employee satisfaction and retention, as well as a reduction in workplace injuries and absenteeism. Remember to choose the right office chair, set up the desk at the correct height, and choose the right accessories such as a keyboard tray and monitor stand. By following these tips, you can create a safer and more comfortable working environment for your employees.

Making sure your team is comfortable in the office is your job, but you can leave the cleaning to us.

We'd love to be your new cleaning provider, so let us prove to you that a consistent, responsive and reliable service is what we can provide you!

Get in touch today