

## LOWER BACK SUPPORT



*task lighting*

## 3M OFFICE ERGONOMICS AUDIT

[ *Answers to Your Workspace Questions* ]

## COMFORT



*wrist rest*



[ EYES ]

QUESTIONS	RECOMMENDATIONS
<input type="checkbox"/> Yes <input type="checkbox"/> No Is your monitor an arm's length away from your eyes?	<ul style="list-style-type: none"> <li>• Position your monitor 20 to 30 inches (50 to 75 centimeters) from your eyes, with the top of your monitor no higher than eye level.</li> </ul>
<input type="checkbox"/> Yes <input type="checkbox"/> No Is the top of your monitor at, or slightly below, eye level?	<ul style="list-style-type: none"> <li>• Reduce glare on your monitor by decreasing overhead lighting, using anti-glare task lighting to illuminate documents properly and using window shades effectively. Keep your monitor clean, and add an anti-glare computer filter to eliminate reflections.</li> </ul>
<input type="checkbox"/> Yes <input type="checkbox"/> No Is your screen free of glare?	
<input type="checkbox"/> Yes <input type="checkbox"/> No Is your screen clean?	<ul style="list-style-type: none"> <li>• Avoid placing your monitor directly in front of a window, where the added brightness can cause eyestrain and headaches. If you must place your monitor in front of a window, use a window shade to keep out the light.</li> </ul>



3M™ Polarizing Task Light



3M™ Computer Filters



3M™ Screen Cleaner Kit

[ HEAD, NECK AND SHOULDERS ]

QUESTIONS	RECOMMENDATIONS
<input type="checkbox"/> Yes <input type="checkbox"/> No Are your head and neck held upright (not bent back or down)?	<ul style="list-style-type: none"> <li>• Center your monitor directly in front of you when you're working on your keyboard. The top of your monitor should be no higher than eye level, and you shouldn't need to tilt your head or neck to see it easily. Use a monitor stand if necessary to achieve the correct height.</li> </ul>
<input type="checkbox"/> Yes <input type="checkbox"/> No Are your head, neck and torso facing forward (not twisted)?	<ul style="list-style-type: none"> <li>• Use a document holder to place source documents at about the same height and distance as your monitor screen so that there is little head movement when you look from document to screen.</li> </ul>
<input type="checkbox"/> Yes <input type="checkbox"/> No Are you able to read your screen or source documents without turning or bending your head or neck excessively (even when wearing bifocals/trifocals)?	<ul style="list-style-type: none"> <li>• Position your most-used items (stapler, Post-it® Notes, pens and tape) within 18 inches in any direction. (The drawers in the 3M™ Monitor Stand are convenient for storing these work necessities.)</li> </ul>
<input type="checkbox"/> Yes <input type="checkbox"/> No Are the items you need most within easy reach?	<ul style="list-style-type: none"> <li>• To avoid strain to your neck and shoulders, alternate job tasks and assume different work postures throughout the day. An adjustable keyboard tray will allow you to alternate among a variety of positions for optimal comfort.</li> </ul>
<input type="checkbox"/> Yes <input type="checkbox"/> No Do you alternate your work position throughout the day?	
<input type="checkbox"/> Yes <input type="checkbox"/> No Are you on the phone more than an hour a day?	<ul style="list-style-type: none"> <li>• Use a telephone headset if your phone use exceeds one hour per day.</li> </ul>



3M™ Monitor Stand



3M™ Document Holders



3M™ Adjustable Keyboard Trays

[ ARMS, ELBOWS AND WRISTS ]

QUESTIONS	RECOMMENDATIONS
<p><input type="checkbox"/> Yes <input type="checkbox"/> No Are your shoulders and upper arms relaxed and roughly perpendicular to the floor (not stretched forward or elevated)?</p>	<ul style="list-style-type: none"> <li>• Use an adjustable keyboard tray to ensure proper posture while keying. Adjust the height and tilt until your wrists and forearms form a straight line while typing. Look for a stable keyboard tray that is large enough to hold your keyboard and input device. Position your input device so it can be operated without extensive reaching.</li> </ul>
<p><input type="checkbox"/> Yes <input type="checkbox"/> No Are your arms and elbows held close to your body (not extended forward)?</p>	<ul style="list-style-type: none"> <li>• Select an input device that comes in multiple sizes, such as the 3M™ Ergonomic Mouse, to ensure a proper fit.</li> </ul>
<p><input type="checkbox"/> Yes <input type="checkbox"/> No Is your keyboard positioned one inch above the tip of your elbow?</p>	<ul style="list-style-type: none"> <li>• Select a chair with arm rests or forearm supports — not a task chair — to promote good posture and relieve stress. Make sure that the arm rests support both arms without restricting movement.</li> </ul>
<p><input type="checkbox"/> Yes <input type="checkbox"/> No When using your keyboard, are your forearms, wrists and hands held straight and parallel to the floor (not pointing up or down)?</p>	<ul style="list-style-type: none"> <li>• Use a padded wrist rest to support your wrists and cushion them from sharp and square edges.</li> </ul>
<p><input type="checkbox"/> Yes <input type="checkbox"/> No Are your keyboard and other input devices, such as a mouse or trackball, positioned within a comfortable distance of each other?</p>	
<p><input type="checkbox"/> Yes <input type="checkbox"/> No Is your input device easy to activate and correctly-sized for your hand?</p>	
<p><input type="checkbox"/> Yes <input type="checkbox"/> No Is your workspace free of sharp and square edges that might interfere with your comfort?</p>	
<p><input type="checkbox"/> Yes <input type="checkbox"/> No Does your chair offer arm rests to help maintain proper posture without adding strain to your neck and shoulders?</p>	



3M™ Adjustable Keyboard Trays and Drawers



3M™ Ergonomic Mouse



3M™ Wrist Rests

[ DID YOU KNOW ]

*Musculoskeletal disorders, such as carpal tunnel syndrome and tendonitis, account for one-third of all work-related injuries.<sup>1</sup>*



[ BACK, LEGS AND FEET ]

QUESTIONS	RECOMMENDATIONS
<input type="checkbox"/> Yes <input type="checkbox"/> No Does your chair support your lower back?	<ul style="list-style-type: none"> <li>• If your desk chair does not allow for proper lumbar support, use a backrest to maintain correct posture. The seat width and depth should accommodate your personal sizing without touching the back of your knees or lower legs. Choose a cushioned seat with a rounded, “waterfall” front and no sharp edges.</li> <li>• Select a desk chair with an adjustable height to maintain a comfortable clearance between your legs and your desk, while keeping your feet flat on the floor.</li> <li>• Keep the area under your desk clear so you will have room to move and stretch your legs.</li> <li>• If your feet are unable to rest flat on the floor, use a footrest to support them. A footrest helps to maintain proper posture, supports the lower back and increases circulation to the legs and thighs.</li> </ul>
<input type="checkbox"/> Yes <input type="checkbox"/> No Does your chair recline and/or tilt to allow a comfortable sitting position?	
<input type="checkbox"/> Yes <input type="checkbox"/> No Does your chair seat offer adequate cushioning, width and depth for comfort?	
<input type="checkbox"/> Yes <input type="checkbox"/> No Is there a two-inch clearance between the back of your knees and the front of your seat cushion?	
<input type="checkbox"/> Yes <input type="checkbox"/> No Are your thighs roughly parallel to the floor and your lower legs roughly perpendicular to the floor?	
<input type="checkbox"/> Yes <input type="checkbox"/> No Do your legs fit comfortably under your desk, with a minimum of two inches between the top of your thighs and the bottom of your desk surface or keyboard tray?	
<input type="checkbox"/> Yes <input type="checkbox"/> No Is the space under your desk free of clutter?	
<input type="checkbox"/> Yes <input type="checkbox"/> No Do your feet rest firmly on the floor or on a footrest?	



3M™ Foot Rests

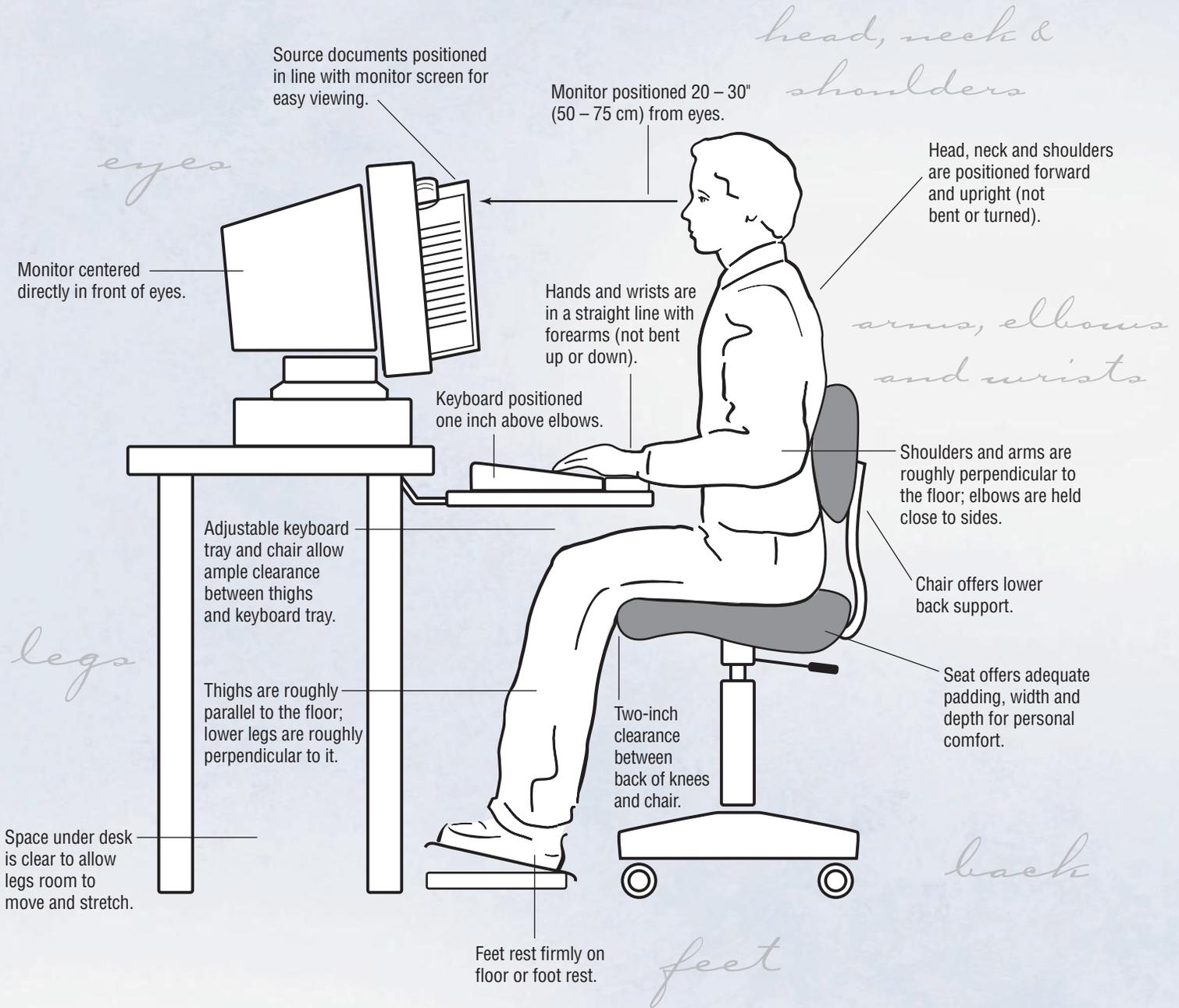
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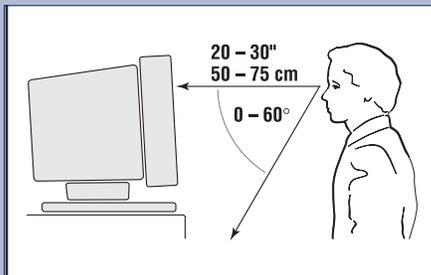
*Did you know?*

*Studies have shown that good ergonomic working arrangements can increase productivity by 15 to 25 percent — or even more!<sup>2</sup>*

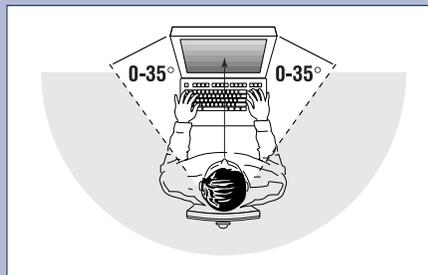
# THE ERGONOMIC WORKSTATION



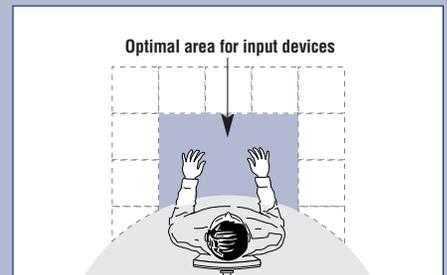
## [ WORKSTATION RECOMMENDATIONS ]



To avoid eyestrain, position your monitor within a comfortable viewing distance, at or below eye level, and within your 60° viewing field.



Position source documents in line with your screen, and no more than 35° to either side, to avoid excessive turning or bending of your neck.



Place input devices within the recommended area to avoid strain on your wrists, arms and hands.

[ GENERAL WORKSTATION RECOMMENDATIONS ]

QUESTIONS	RECOMMENDATIONS
<input type="checkbox"/> Yes <input type="checkbox"/> No Are you able to perform your work tasks in a comfortable position, without needing to bend, twist or lean excessively?	<ul style="list-style-type: none"> <li>Organize your workspace so that the items you need most are within easy reach. If you're right-handed, for example, place your phone on the right side of your desk.</li> </ul>
<input type="checkbox"/> Yes <input type="checkbox"/> No Do you take frequent breaks throughout the day to avoid working long periods in a single posture?	<ul style="list-style-type: none"> <li>Take short breaks often throughout the day, even if you just use the time to stand and stretch. Between breaks, stretch out your legs, neck, shoulders, arms and hands while sitting at your desk, and alternate positions frequently.</li> </ul>
<input type="checkbox"/> Yes <input type="checkbox"/> No Does your workstation offer adjustability to allow for occasional changes in posture?	<ul style="list-style-type: none"> <li>When selecting equipment for your work area, look for items with the most adjustability to accommodate your working style. Make sure you know how to use your equipment to its full capabilities so you can change working positions easily.</li> </ul>
<input type="checkbox"/> Yes <input type="checkbox"/> No Is your working environment comfortable, quiet and adequately lit?	<ul style="list-style-type: none"> <li>Make sure the room temperature, lighting, air quality and noise levels are conducive to working comfortably. An environment that is stuffy, noisy, improperly lit or too cold or hot can produce additional stress and tension. Use task lights, air cleaners and fans to ensure your comfort.</li> </ul>



3M™ Polarizing Lighting Products



3M™ Air Cleaners



3M™ Adjustable Keyboard Trays

ASSESS YOUR ERGONOMIC HEALTH

[www.3M.com/ergonomics](http://www.3M.com/ergonomics)

Visit the 3M Ergonomic Self-Help Site

QUESTIONS?

call 1-800-332-7483

PLEASE NOTE: This brochure addresses the fundamentals of office ergonomics, including physical, environmental and emotional elements. It suggests improvements that individuals can apply to customize their workstations and tasks. Since each work situation is unique, these suggestions are presented only as a guideline. 3M MAKES NO REPRESENTATION OR WARRANTIES CONCERNING THE INFORMATION PRESENTED IN THIS PROGRAM. Each person using the information must determine how to apply it to their work environment. LIMITATION OF LIABILITY: 3M shall not be liable for direct, indirect, special, incidental or consequential damages arising out of the use of the information based on breach of warranty, breach of contract, negligence, strict liability or any other legal theory.

Did you know? sources:

<sup>1</sup> U. S. Department of Labor.

<sup>2</sup> Springer, T.J. "Enter the CRT Terminal; Redesigning the Office," *Computerworld*, June 1982, and Dainoff, Marvin and Marilyn. *People and Productivity: A Manager's Guide to Ergonomics in the Electronic Office*. Toronto: Holt, Rinehart and Winston of Canada, Ltd., 1986.



Office Supplies Division

3M Center, Building 223-3S-03  
St. Paul, MN 55144-1000



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