

办公室人机工程

站立姿势办公：

- 将显示器放在眼睛水平或略低于眼睛水平，并将视线保持在0-65度之间。
- 保持上臂靠近身体，肘部弯曲100度。
- 保持你的头、脖子、躯干和腿彼此对齐。
- 双脚平放在地板上，避免将所有重量放在一只脚上。

办公桌物品摆放：

- 把你经常使用的东西放在伸手就能触碰的距离内。
- 键盘的空格键应距离办公桌边缘约15厘米。

坐姿办公：

- **眼睛高度**—将显示器放置在与眼睛水平的高度。
- **手腕**—肘部水平放在桌子上，手腕应该伸直，如果需要，可以使用腕垫。如果你办公椅有扶手，调整它们来支撑你的手臂，而不会太高或太低。
- **肘部**—调整椅子的高度，使肘部与桌面齐平。
- **下背部**—调整座椅靠背，使下背部得到良好支撑，必要时使用腰枕。如果你的椅子有倾斜功能，请将其设置到让你得到舒适的支撑。
- **脚**—你的脚应该舒适地平放在地板。如果双脚没有着地，或者如果你感觉到大腿后部有压力，那么就使用脚凳或降低椅子。



放置基本不使用的物品 放置偶尔需要使用的物品 放置经常使用的物品



眼睛：

调整屏幕亮度和对比度，以获得清晰舒适的观看体验。定期清洁屏幕。

最重要的是：

注意你花了多少时间坐在电脑前。考虑使用立式办公桌，以减少你坐着的时间，并确保定期休息。应该每小时至少离开办公桌一次。确保有一个干净整洁的工作空间。物品定点摆放整齐。

Safety Moment



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Office Ergonomics

Standing

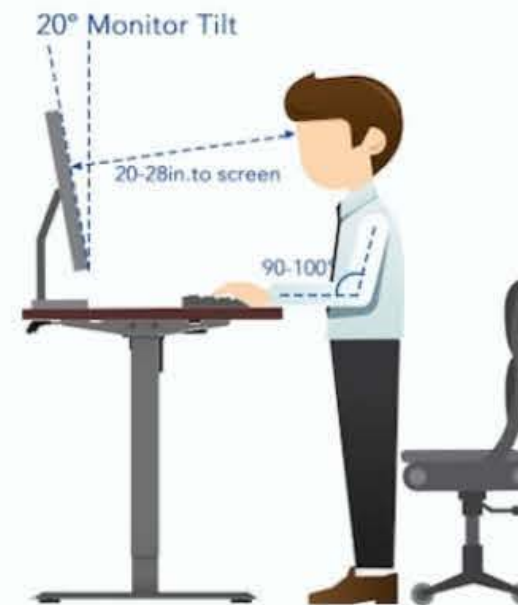
- Place the monitor at or just below eye level and keep your line of vision between 0 – 65 degrees.
- Keep your upper arms close to your body and have your elbows bent at a 100-degree angle.
- Keep your head, neck, torso, and legs in line with each other.
- Keep your feet flat on the floor and avoid putting all your weight on one foot.

Reach

- Keep everything you use regularly within a close distance.
- The spacebar of your keyboard should be around 15cm away from the edge of your desk.

Sitting

- **Eye Level** – Locate your monitor so the top of the viewing area is at or below eye level.
- **Wrists** – With elbows at desk level, your wrists should be straight, using a wrist rest if desired. If you have armrests try to adjust them so they support your arms without being too high or low.
- **Elbows** – Adjust the height of the chair so that your elbows are at desktop level.
- **Lower Back** – Adjust your seat back for good support of the lower back, using a lumbar pillow if needed. If your chair has a tilt feature, set this so you are comfortably supported.
- **Feet** – your feet should comfortably reach the floor. If they don't or if you feel pressure on the back of your legs then use a footrest or lower the chair.



Eyes

Adjust the screen brightness and contrast for clear and comfortable viewing. Clean the screen regularly.

Top Tips

- Be aware of how much time you spend sat down in front of a computer. Consider a standing desk to reduce the amount of time you spend sitting and make sure you take regular breaks. You should move away from your desk at least once an hour.
- Ensure you have a clean workspace that is clutter free. A paper tray is a good way to keep your desk tidy and organised.

