



# Ergonomic Tips to Maximize Comfort at Work

If you sit at a desk all day, discomfort doesn't have to be part of the job. Understanding office ergonomics and arranging your workspace accordingly can help you feel good throughout the day. Follow these ergonomic tips to ensure a comfortable work setup — and avoid unnecessary aches and pains.

## TEAM ACTIVITY

This month, discuss ergonomics with your unit-based team. Ask team members: *Is your workstation set up to fit you, or are you just “making do” with your workstation?* Encourage everyone on the team to use the [VelocityEHS](#) ergonomics self-assessment tool to manage ergonomic risk. Follow up with team members to find out what their ergonomic needs are.

**SMARTIE Goal:** All department office employees will complete a [VelocityEHS](#) ergonomics self-assessment tool by the end of the year. Add **inclusion** to this goal by ensuring all staff working remotely are included. Emphasize **equity** by sharing this goal with other departments and ensuring all have access to this self-assessment tool.

## Ergonomic Essentials

Review these resources to maximize comfort and safety where you work:

- » Review these [ergonomics resources](#) from National Workplace Safety.
- » Be sure to stretch, take breaks and move regularly. Check out these [Move More](#) well-being tips.
- » Install the Stretch Break Pro reminder for your monitor via [ServiceNow](#) (PC software requests).
- » For remote work, visit Kaiser Permanente's [Where we work](#) webpage for resources and support.

## Office Ergonomics Checklist

- 1. feet are flat on the floor
- 2. knees are at right angles
- 3. hips are even with your knees
- 4. lower back is upright and supported
- 5. shoulders are relaxed
- 6. arms are alongside the body
- 7. elbows are at right angles
- 8. wrists are straight and relaxed
- 9. hands and fingers are relaxed
- 10. head is not tilted
- 11. eyes are 2 to 3 inches below top of monitor

