

## Action Goals

Now that you are aware of the job tasks you perform and the risk factors leading to MSDs, you are ready to look at the setup and organization of the furniture and equipment in your work space. The action goals that follow will help you reduce or eliminate some of these risks. They are written to help you work safely.

The following action goals describe the best way to work at your work station. This section will help you to know where to start looking for problems at your work station. After reading these goals, complete the Checklist on page 7. If you are unable to answer questions on the Checklist because you need additional information about an action goal, or if you answer “NO” to any item on the checklist, go to the page indicated where the action goal is covered in greater detail.

## Goals

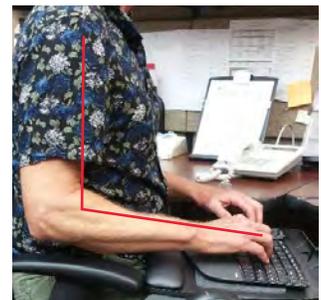
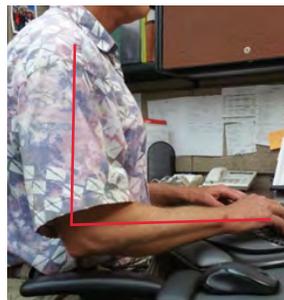
### WHEN SITTING

- 1a-b. Your feet are resting comfortably on the floor or on a footrest, and your knees are slightly lower than your hips.
2. There is a 2- to 4-inch gap between the back of your knees and the front edge of the chair when your back is against the chair.
3. The curve of the chair back fits into the deepest part of the curve in your lower back.
4. The back of the chair is upright or tilted back for comfort, and provides upper back support.
5. Armrests are adjusted so that they are just slightly below your elbows when your shoulders are relaxed.
6. Armrests do not interfere with access to the keying, mousing or writing surfaces.



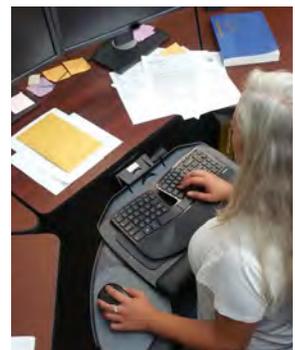
### WHEN KEYING

- 7a. Your shoulders are relaxed, and your elbows are close to your body.
- 7b. Your elbows are bent to 90 degrees or slightly greater (inner angle).
- 7c. The tops of the “home row” keys are at the same height as your elbows, or slightly lower than your elbows.
- 7d. Your wrists are straight (not bent).



### WHEN POSITIONING THE CURSOR WITH A POINTING DEVICE (using a mouse, trackball, touch pad, etc.)

8. The pointing device is close to the keyboard.



## Goals

### WHEN ORGANIZING THE WORK SPACE

- 9a. Reaches performed frequently are within the “near” work space (your elbows remain at your sides).
- 9b. Reaches performed occasionally are within the “near” or “mid” work space (no more than an arm’s length away).
- 9c. You are not reaching across your body to work.

### WHEN VIEWING THE MONITOR

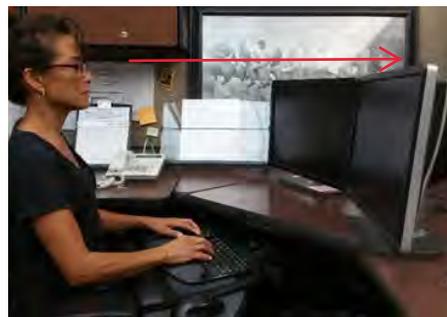
- 10a. It is in front of you and the top line of print is at or just below your eye level or even lower if you wear bifocal, trifocal, or progressive lenses; AND  
You are able to scan the screen from top to bottom by using only eye movements, not head movements.
- 10b. You can sit against the back of the chair and read the monitor screen from a comfortable distance, without experiencing eye fatigue, blurred vision or headaches.
- 10c. The monitor screen is free of glare.

### WHEN READING THE DOCUMENT

- 11a. The document is off the flat work surface and in your line of vision.
- 11b. The document is directly next to the monitor or between the monitor and the keyboard.
- 11c. The document is at the same distance as, or closer than, the monitor.
- 11d. You can look at the document and the monitor by moving only your eyes, not your head.

### WHEN USING A NEW SOFTWARE PROGRAM OR OPERATING SYSTEM (OS)

- 12a. You are efficient in the most common tasks you perform.
- 12b. You reduce the stress and frustration you experience when you cannot complete a task.



*Viewing through bifocal lenses*

