Warner Bros. Studio Facilities Inc.
Department of Safety & Environmental Affairs (S&EA)

ERGONOMIC SAFETY

Follow these steps to help make your workspace fit you:

1. Adjust your chair height:
   a. The right chair height helps relieve cramping and stiffness in your legs.
   b. It also helps to prevent stress and tension in your neck and shoulders.

2. Adjust your backrest:
   a. A properly adjusted backrest reduces pressure on your spine and supports your lower back.
   b. Sit at your workstation and lean back lightly with your back firmly against the chair.
   c. The backrest should fit snugly against your lower back.
   d. If it doesn't, adjust the backrest until your lower back is fully supported. If you can't adjust the backrest, use a small, thin, firm pillow or rolled-up towel to support your lower back.

3. Arm Position:
   a. Place your fingers on the middle row of your keyboard, with your upper arms hanging comfortably at your sides.
   b. Your forearms should be parallel to the floor.
   c. If they are not, adjust your chair height up or down until your forearms are parallel to the floor.

4. Feet:
   a. Move your feet forward until your knees are at a 90 - 110 degree angle.
   b. Your feet should rest firmly on the floor with 3-6 inches of legroom between your lap and desk or keyboard tray.
   c. If you have less than 3 inches of legroom, raise your desk or keyboard tray height, if possible.
   d. Use a footrest to encourage sitting all the way back in the chair, especially if your feet don't reach the floor.

5. Screen Height:
   a. The top of your monitor should be slightly at or below eyebrow level, allowing you to maintain your head in an upright position while viewing.
   b. If you can't adjust your screen height, place a stand or riser beneath your monitor.

6. Screen Distance:
   a. The screen should be 18 to 30 inches from your eyes, or about arm length.
   b. If not, move your monitor backward or forward to the proper distance.

7. Keyboard:
   a. The proper keyboard height can prevent you from bending your wrists while typing. This improves the comfort of you hands, wrists and forearms, and helps prevent injury.
   b. Raise or lower your keyboard to the proper height by using a platform, keyboard tray, pad of paper, etc.

8. Hand Position:
   a. While you are typing or using your mouse, your wrists should be straight and relaxed. If they are not, raise or lower keyboard or adjust your chair height until your wrists are straight.
   b. Do not rest your wrists or forearms on the desk, chair arms, or other hard surface while typing or using your mouse.

9. Document Holder:
   a. Use a solid-backed document holder when working from documents.
   b. Attach your document holder to either side of your monitor so that documents are at eye level.

10. Workstation Props:
   a. Arrange your props so that the things you use most are within easy reach.
   b. Consider a headset if you use the phone frequently. Do not cradle the phone handset between your head and shoulder.

11. Adjust The Lighting:
Simple lighting adjustments can help minimize glare and reduce eyestrain.
   a. To reduce glare form outside light, adjust or close blinds, use a glare screen, or adjust the angle of the monitor.
   b. To reduce glare from inside light, tilt the monitor screen away from overhead lighting, turn off task lamps while using the computer, or attach a glare screen.
   c. To reduce glare form the computer monitor, adjust the monitor's contrast and brightness to get the maximum possible brightness without blurring.

12. Practice Good Posture:
   a. Keep ears, shoulders and hips aligned in a straight line.
   b. Take special care to protect your lower back when bending, twisting, opening drawers or picking up objects while sitting.

13. Take Microbreaks:
   a. Throughout the day, readjust your sitting posture and take short breaks from computer work.
   b. Stand up, walk around, breathe deeply and/or do stretching exercises to help energize your body and relieve muscle tension.

- Place the monitor directly in front of you while at the keyboard.
- Position the top of the monitor screen at or below eye level and about an arm's length away.
- Tilt or swivel the monitor screen to eliminate reflections on the screen or add an anti-glare filter.
- Reduce glare on work surfaces by decreasing overhead lighting and using window shades effectively.
- Add a task light to illuminate documents properly.
- Use a document holder to place source documents as close to the computer screen as possible, and at the same height and distance.
- Place mouse and other input devices next to the keyboard.

- Maintain a proper posture, having a 90 degree or greater angle at the hips and knees, while the feet are supported by the floor or a footrest.

Office Ergonomics: Remember The Basics

- Sit with head and neck in upright position, even while on the telephone.
- Keep shoulders relaxed and elbows close to the body.
- Select a chair that allows clearance behind knees when seated against the backrest.
- Use the backrest of the chair to provide full support, particularly for the lower back.
- Adjust the height of the chair to achieve a proper posture.
- Allow ample clearance to move knees and legs under the keyboard support.
- Adjust the keyboard or chair height to keep forearms, wrists and hands in a straight line while using the keyboard.
- Block noise with fabric partitions, or use earplugs, music, or a small fan to mask noise.