Toolbox KITS

OFFICE ERGONOMICS TRAINING

Office ergonomics training

Screen, chair, keyboard, breaks and working from home

Based on 29 CFR 1903.1, 1904.5, 1904.35 and 1910.22

About 40 minutes, with a 10-question quiz

30 slides | About 40 minutes | 10-question quiz | English + Spanish

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SAMPLE

MODULE 1

The hazard: hours in one position

What can go wrong	→	What prevents it
Tired, dry eyes and headaches	→	Eye breaks and a good screen setup
A sore neck or back	→	A supportive chair and relaxed shoulders
Wrists and hands that tingle	→	Straight wrists and a close mouse
Laptop on a couch or bed	→	A real workspace at home
Aches that get ignored	→	Reporting early

SAMPLE

Toolbox KITS

Crew handout

Office ergonomics: set up, rest, report

29 CFR 1903.1, 1904.5, 1904.35, 1910.22

Do

- Put the screen straight in front, about an arm's length away
- Keep the top at or a little below eye level
- Support your lower back and rest your feet
- Keep shoulders relaxed and wrists straight
- Cut glare from windows and lights
- Look away from the screen and blink often
- Stand up and move between tasks
- Report aches and tingling early

Don't

- Do not work on a couch or bed
- Do not sit in one position for hours
- Do not ignore recurring pain or tingling
- Do not leave cords in walkways
- Do not keep quiet about a bad setup

SAMPLE

Remember **Adjust it, move often, report early.**

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