

I. Purpose/Scope

Proper ergonomics reduce the potential for injury resulting from task repetition, forceful exertions and repetitive or sustained awkward postures. Ergonomic controls are important when setting up work practices and assessing related risk factors. Proper controls range from establishing appropriate lifting procedures to designing workstations to minimize risk. The department of Environmental Health and Safety (EHS) can assist with advice and referrals for assessing activities, work environments and equipment in various work settings. Contact safety@ksu.edu for information.

II. Setting Up Your Computer Workstation

Many K-Staters spend a good portion of their workday at a computer. People are not designed to sit all day in front of a computer display and keyboard. It is important to take short breaks frequently throughout the day. Stand, stretch and walk a bit during the workday to help avoid discomfort and lessen the risk of injury. One idea is to set a timer or alarm to remind you to take short breaks.

It is also very important to set up your work environment to optimize your workflow and promote proper body positions. Follow the link below to visit the OSHA Computer Workstation eTool, which provides guidance for proper lighting, posture, equipment placement, and more.

[OSHA Computer Workstation eTool](#)

[Printable checklist](#)

III. Training

Online training in "Office Ergonomics", "Industrial Ergonomics", and "Back Safety and Injury Prevention" is available through K-State via the HSI learning management system at no cost to students, faculty, and staff.

If you are a new user and need an account, [register by filling out and submitting a registration form to gain access to online courses.](#)

IV. Questions

Direct questions to EHS by phone: 785-532-5856 or email: safety@ksu.edu