

The Ergonian

A monthly newsletter for the Oregon State Agency office ergonomic community
February 2006

12 Great Tips for Great Ergonomics

1. Use a good chair with a dynamic chair back and make sure to sit back
2. Position top of monitor casing approximately (5-8 cm) above eye level, or first line of reading at or slightly below straight eye level
3. Eliminate glare on screen by using an optical glass anti-glare filter where needed or other glare reducing techniques
4. Sit at arms length from monitor
5. Position feet flat on floor or on stable footrest
6. Use a document holder, preferably in-line with the computer screen
7. Keep wrists flat and straight in relation to forearms to use keyboard/mouse/input device
8. Position arms and elbows relaxed and close to body
9. Center monitor and keyboard in front of you
10. Use a negative tilt keyboard tray with an upper mouse platform or downward tiltable platform adjacent to keyboard
11. Use a stable work surface and stable (no bounce) keyboard tray
12. Take frequent short breaks (micro breaks)

SAIF Ergo Assessor Training Date

March 21, 2006
8:30am – 11:30pm
@ SAIF Corporation

For more Info Contact:
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Common Keyboard Shortcuts

Moving Around in a Document	
Functions	Shortcut Keys
Going to beginning of a sentence	Home and shift/tab
Going to the top of a page	Page Up Key
Going to bottom of page	Page down key

Note: Press and hold the first key listed then press the second key

RESOURCE CENTER

<http://www.oregon.gov/DAS/SSD/Risk/ergoguide.shtml>

<http://www.cbs.state.or.us/external/osh/pdf/pubs/1863.pdf>

<http://www.ergonomics-information.com/>

Ergo Assessor Graduates

Congratulations to the following employees that completed their **3** required ergonomic assessments, and have officially graduated!

DHS - Vikki Hubbard, Heather Crawford, Janet Norgard

DOJ - Donna Viola, Patty Pairan

Judicial - Paula Newsome; **Forest Resources Institute** - Ellen Clarke