

# The ERGOnian

A monthly newsletter for the Oregon State Agency office ergonomic community

January/February 2007

## Computer Keyboard Position

Placing the keyboard in a comfortable position is essential when it comes to preventing employee discomfort. When evaluating keyboard positions make sure that the employee has his/her forearms parallel to the floor, wrists are straight and in-line with the forearms, and elbows are relaxed and bent at a 90-degree angle at the waist. Once this position has been obtained, observe to see if the employee can maintain this position while typing at his/her keyboard.

The keyboard should not be in a positive tilt. A positive tilt occurs when the top row of keys is noticeably higher than the bottom row of keys. To change from a positive tilt, first check to see if the keyboard legs have been lowered. If not, place the legs back in a locked flat position under the keyboard. Once the legs have been lowered and the keyboard is flat, then adjust the keyboard tray to elevate the front of the keyboard. The keyboard should be either flat or at a slight negative tilt where the fingers are below the wrists.

The purpose for proper keyboard positioning is to keep wrists in a neutral position. Wrists should not be flexed downward or extended upward when using the keyboard.

## Next SAIF Ergo Assessor Training Date

March 20, 2007  
8:30 AM to 11:30 AM  
@ SAIF Corporation

### To register online:

[http://www.saif.com/employer/TrainingCalendar\\_515.asp](http://www.saif.com/employer/TrainingCalendar_515.asp)

## Another use for Band-Aids



Here is a trick to determine if wrists are in a neutral position. Put a Band-Aid lengthwise over the top of the wrist. While typing, if the Band-Aid stretches or goes slack, the wrists are not remaining in a neutral position. Adjust the wrist position on the keyboard until the Band-Aid no longer stretches or goes slack.

## Resource Center

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

<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!

**DAS:** Martina Falk, Carol Helton, Tracy Loutzenhiser **DCBS:** Jenny Bates

**DHS:** Laura Amos, Judi Morris, Patti Shaw

**DOJ:** Janet Berry **DPSST:** Cort Dokken **ODA:** Robin Ludy

**ODOT:** Michelle Lisa Brandner-Hegney, Daniel Dukatz

**OHCS:** Shelly Gerlach (Mayberry) **OJD:** Bryan Nollen