



Rancho Santiago CCD Ergonomic Guidelines & Equipment List

This brochure contains computer office items and furniture evaluated and approved by RSCCD Risk Management Department as ergonomically-sound for RSCCD computer users. When properly setup and used, items on this list can help solve common ergonomic problems related to office computer use.

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ORDERING GUIDELINES

All ergonomic equipment must be ordered through our Purchasing Department. Please submit requisitions through the Datatel purchasing system. Prices quoted are estimates.

Please visit the [Ergonomics](#) page on the Employee Intranet, Risk Management for detailed information and training videos on the best practices for ergonomic solutions.

Updated 5/7/18

Guidelines for Computer Operators - The simple adjustments outlined below may increase the comfort of your computer workstation. Consider the following to prevent musculoskeletal and visual fatigue:



Adjust the height of your work surface and the height of your chair so that your keyboard is at elbow height. Your feet should be supported by the floor or a foot-rest. If your work surface cannot be adjusted to the proper height, consider an adjustable keyboard tray.



Adjust the back rest of your chair so that it provides support to your lower back. Do not sit on the edge of the chair; rest your back against the backrest.

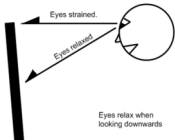


Position the screen directly in front of you. The distance between your eyes and the screen should be approximately an arm's length.

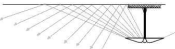


Adjust the height of the monitor so that your eyes are level with the top of the screen. If you wear bifocal or trifocal lenses, your eyes should be 3-4 inches above the top of the screen.

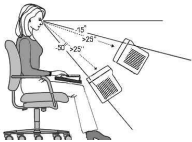
RIGHT!!



Tilt the screen to minimize glare. Tilting the screen will help reduce glare caused by bright overhead lights.



Draw drapes or shades and utilize task lighting rather than bright overhead lighting when working at the computer to reduce glare.



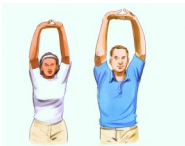
Use a document holder. Documents placed flat on the desk will cause you to lean forward and flex your neck, leading to fatigue and discomfort. The document and screen should be located at approximately the same distance to eliminate constant eye refocusing at varying viewing distances.



When keying and mousing, keep the upper arms nearly vertical at your side to prevent fatigue. Elbows should be bent to approximately 90 degrees. Use a wrist rest, if necessary, to maintain your wrists, hands, and arms in a straight horizontal line.



Take frequent micro-breaks and stretch periodically to reduce the soreness and stiffness related to fixed, static work postures.



Stand Up Desks

Veridesk Pro Plus - 36" Black. Can accommodate 2 monitors

Vendor #2173911

\$395



Flexispot Alcove Riser Standing Desk 35" Vendor #2334016 (Loctek Ergonomics)

M7MB/M7MN. Can accommodate 2 monitors, copy stand

Black or Mahogany

\$249



Stand Up Desks, continued Vendor #2334016 (Loctek Ergonomics)

Flexispot ClassicRiser

M2 - 35" (35" w x 23.2" d)

Black

\$255.19



Flexispot ClassicRiser

M1B—27" (27" w x 23/2" d)

Black

\$269.99



Task Chairs for Workstations & Offices

Contact Culver Newlin for current quote.

Alan Schlom
949-597-0123



ECD 1306JS-C Series Ergonomic Task Chair

- Mid-back design
- Fully ergonomic
- Fully adjustable w/arms
- Black frame
- Fabric: Grade C

Fabric color is coordinated with each site.

Cost: \$355.20±

No design, delivery or installation charges

Warranty: Based on daily 8-hr usage:
Lifetime on bases and casters, cylinders,
frame parts; 5-yr on controls, arm pads,
foam and adjustable lumbar option; 3-yr
on fabric; 1-yr on all components for
Model 509JSXTXLS

Keyboard Trays

Contact Culver Newlin for current quote.

Alan Schlom
949-597-0123

Humanscale 6g 900 90 HG Articulating Keyboard tray w/ mouse area

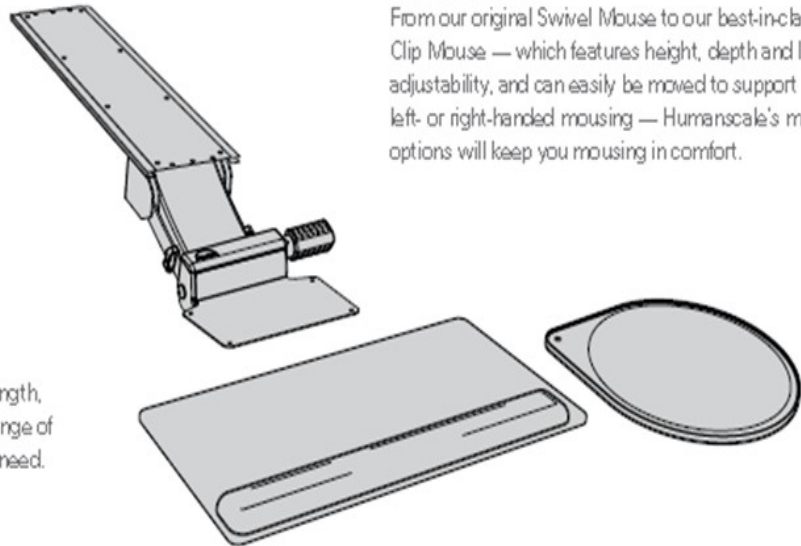
Keyboard Components

Mechanisms

Humanscale offers nine award-winning, negative-tilt mechanism options, from our original standard-bearer, the 2G, to our latest 5G, which combines easy dial-a-tilt and height adjustability with the strongest, most stable arm on the market. All of our mechanisms encourage low-risk typing postures and feature easy and intuitive adjustability.

Keyboard Platforms

Made of 1/4" phenolic resin, which combines strength, durability and a slim profile, Humanscale's wide range of keyboard platform options will accommodate any need. Available with Technogel or foam palm supports.



Mouse Platforms

From our original Swivel Mouse to our best-in-class Clip Mouse — which features height, depth and lateral adjustability, and can easily be moved to support left- or right-handed mousing — Humanscale's mouse options will keep you mousing in comfort.

DOCUMENT HOLDER COPY STAND

ALIMED

VENDOR #1033390

\$38



CONTOUR DESIGN ROLLERMOUSE PRO 3

VENDOR #1930945

\$239



- RollerMouse Pro3 is an ergonomically designed computer mouse that sits at the front of your keyboard
- Its slim profile and long wrist pad are ideal for users who have a keyboard tray or work



SHARKK ERGONOMIC VERTICAL MOUSE

VENDOR: AMAZON

\$33.98



- **REDUCE TENSION AND ALLEVIATE PAIN** – Our mouse, which is built for right-handed users, reduces muscle strain and can even undo the damage that years of using a traditional computer mouse causes. Wrist pain, shoulder fatigue, Carpal Tunnel Syndrome and Tendonitis can all be alleviated or, in many cases, eliminated with regular use.
- **ADJUSTABLE DPI SETTINGS** – The adjustable DPI (dots per inch) settings allow you to change the sensitivity of the mouse's pointer speed (1000/1500/2000), allowing you to decrease speed for tasks that require guaranteed precision (like color correction or photo editing) or increase the speed faster for browsing

Cordless Headset

B & H Photo Video Inc

Vendor #1031596

\$170.50

Plantronics CS540 Wireless Headset System with Hook Switch Cable



PRODUCT HIGHLIGHTS

- Lightweight 0.74 oz Headset
- Hands-free Operation to 350 ft (100 m)
- Sleek Contemporary Design
- One-touch Answer/End and Volume Control
- Advanced Wideband Audio Technology
- Auto-answer Feature
- Noise-canceling Microphone
- Battery Lasts up to 7 Hours

Plantronics APC-43 electronic Hook Switch Cable (Cisco)

\$44.95



* Both the Headset System & Hook Switch Cable must be ordered together

FOOTREST

OFFICE DEPOT

VENDOR #1033669

\$15.65



Item #556531

Fellowes Standard Footrest

3 3/4"H x 17 5/8"W x 13 1/8"D