



OFFICE ERGONOMICS & THE HOME OFFICE

Defense Finance and Accounting Service

MARTIN DAGOSTINO MS CPE



BUILDING 21- COLUMBUS, OHIO- 1C-135
FEDERAL BUILDING- CLEVELAND – 179-16

MARTIN DAGOSTINO MS CPE
ERGONOMIST

martin.m.dagostino.ctr@mail.mil

(614) 701-5201

(216) 204-1642

dfas.dsccljbd.mbx.cco-safety@mail.mil





- ▶ **DFAS OFFERS ON-SITE OFFICE ERGONOMICS & VIRTUAL WORK SPACE ASSESSMENTS**

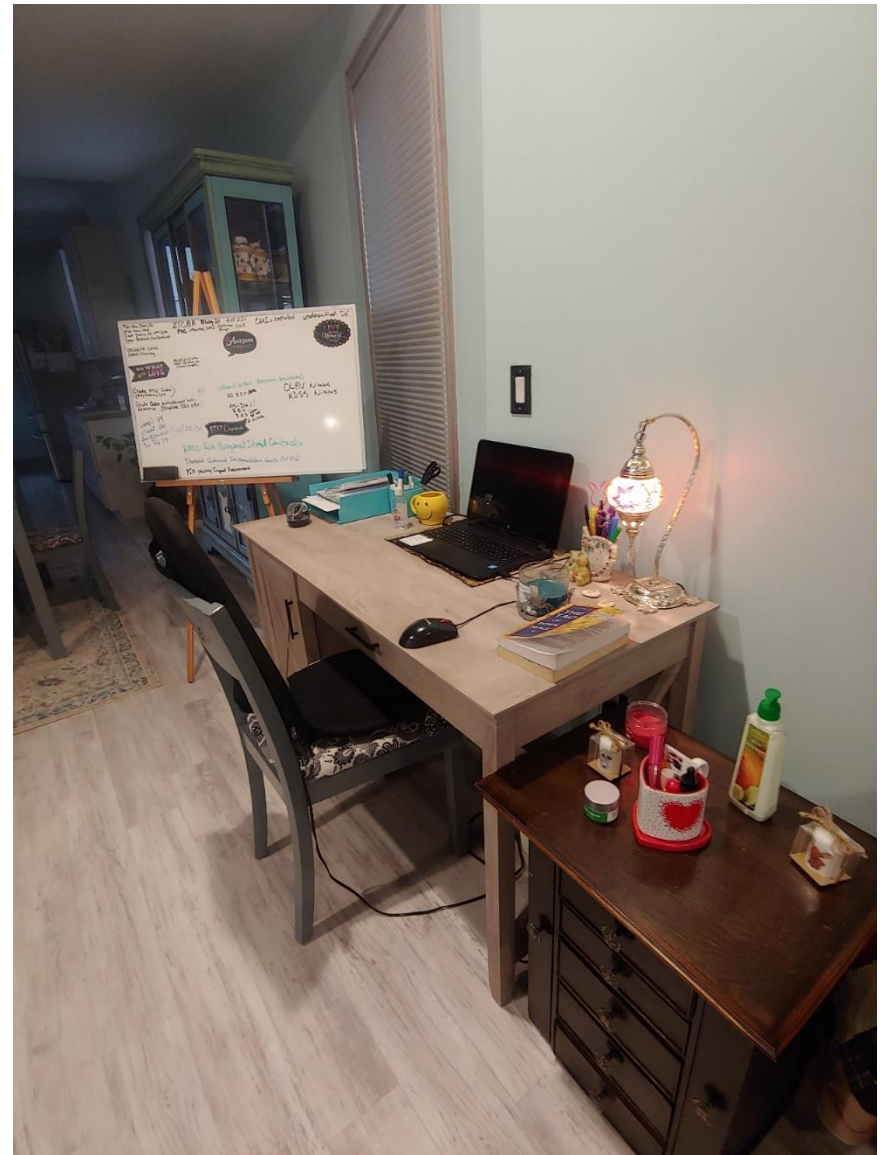
- ▶ **ON-SITE- A BASELINE OFFICE ERGONOMICS EVALUATION IS RECOMMENDED**

- ▶ **VIRTUAL OR ON-SITE, REQUEST AN OFFICE ERGONOMICS ASSESSMENT BY SUBMITTING **DFAS FORM 612****
 - ✓ **612** available at the ePortal Library

 - ✓ **Send completed 612 to:** dfas.dsccljbd.mbx.cco-safety@mail.mil



THE DFAS HOME OFFICE



THE DFAS HOME OFFICE



THE DFAS HOME OFFICE



BEFORE



AFTER



THE DFAS HOME OFFICE-STANDING



THE CHAIR & SITTING



KEYBOARD & POINTING DEVICE



▶ **ERGONOMIC KEYBOARD**

▶ **ROLLER MOUSE**



KEYBOARD TRAY



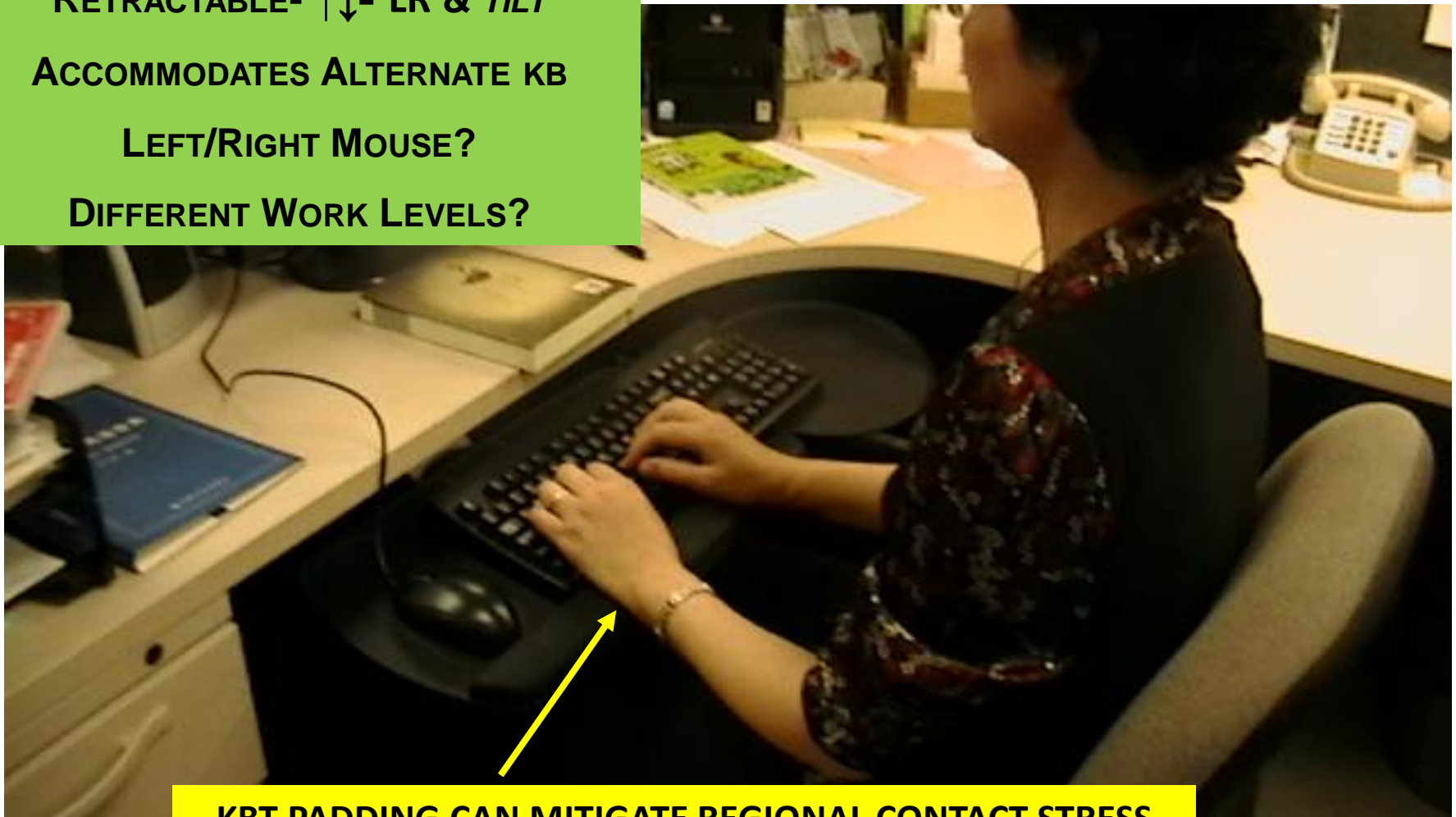
EASY INSTALL?

RETRACTABLE- ↑↓- LR & TILT

ACCOMMODATES ALTERNATE KB

LEFT/RIGHT MOUSE?

DIFFERENT WORK LEVELS?



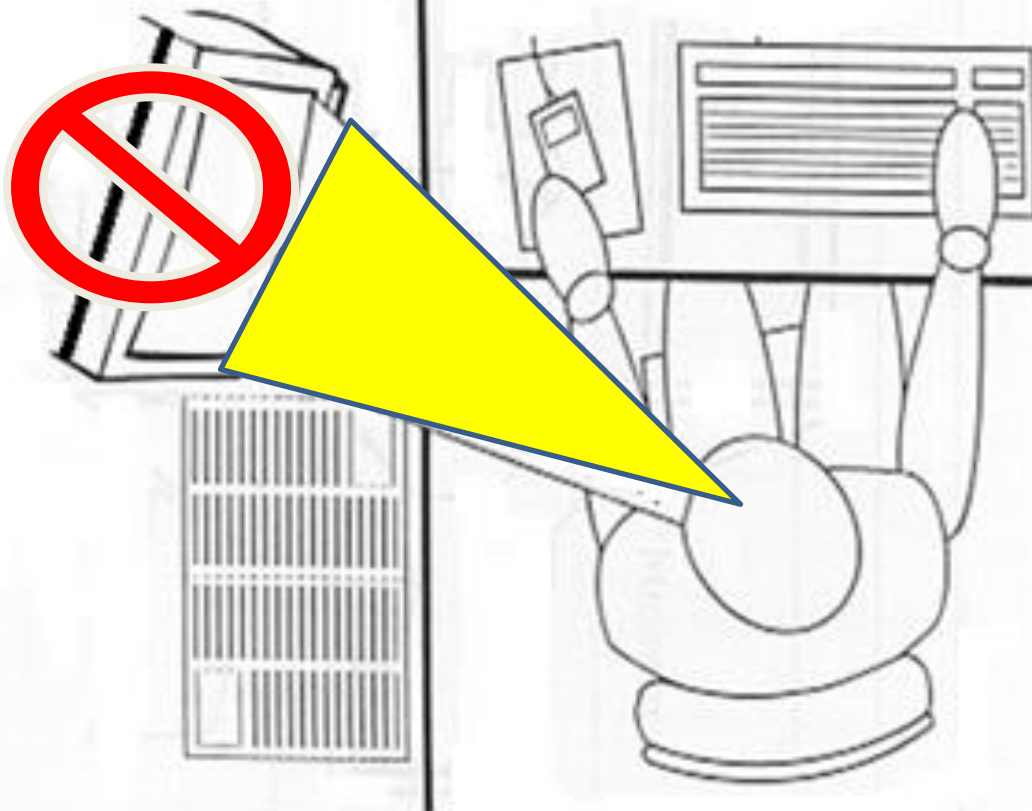
KBT PADDING CAN MITIGATE REGIONAL CONTACT STRESS



THE DISPLAY(S)



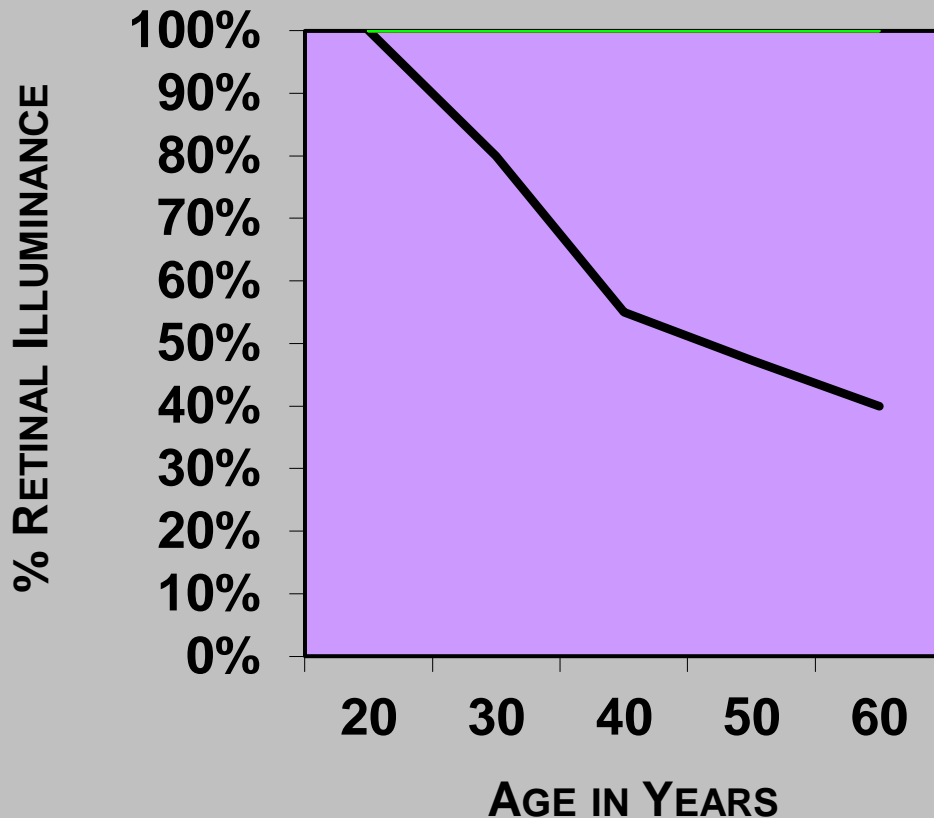
SCREENS



**SEATED- ARMS
LENGTH AWAY
TOP OF
SCREEN(S)- EYE
TO NOSE LEVEL**



INFLUENCE OF AGE ON VISION



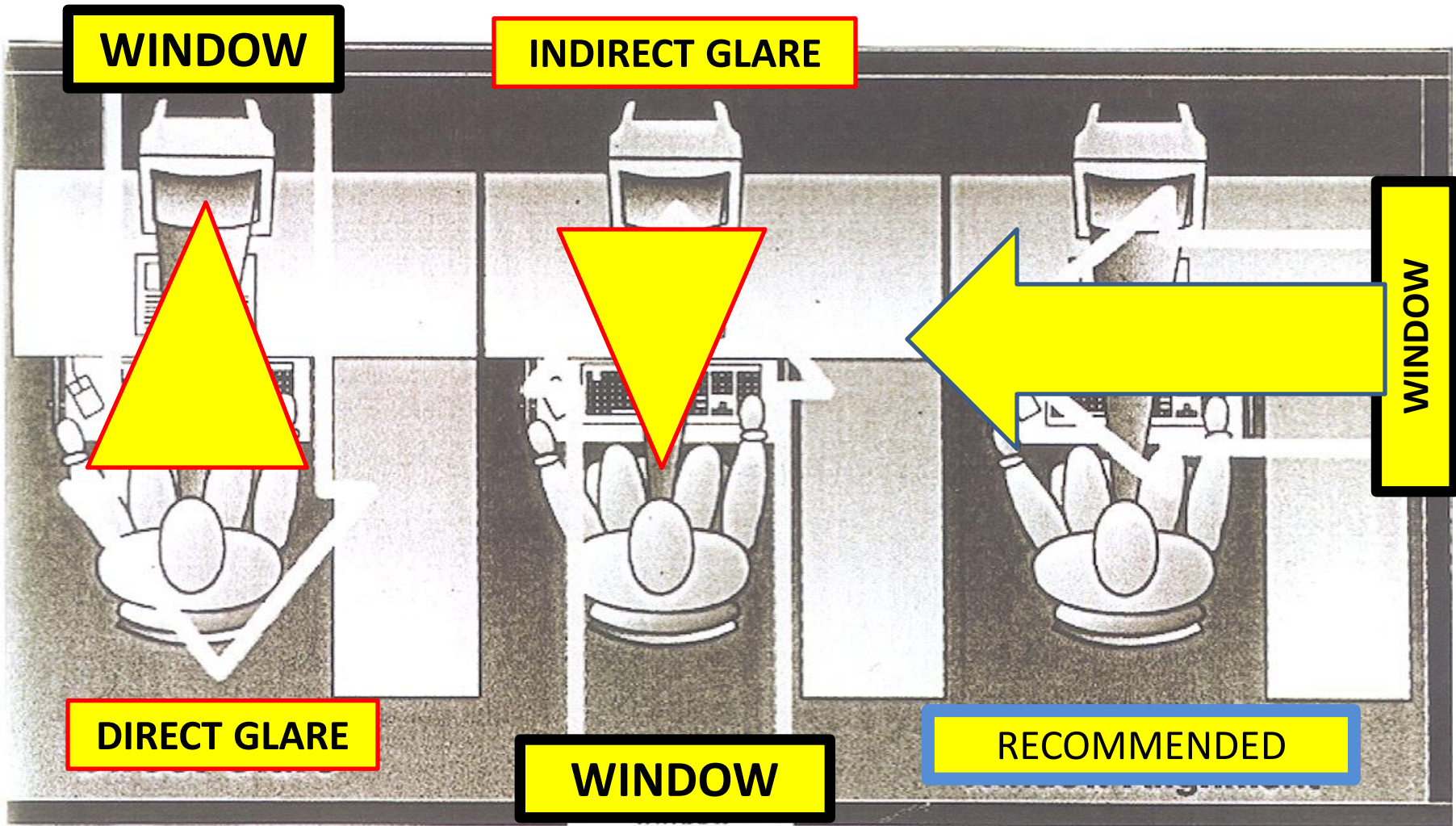
- **LENS THICKENS**
- **PRESBYOPIA**
- **↓ PUPIL DIAMETER**
- **↑ NEAR POINT**
- **↓ RETINAL ILLUMINANCE**
- **↓ VISUAL ACUITY**



EYE STRAIN- CLUTTER- K.I.S.S.



WINDOWS & GLARE



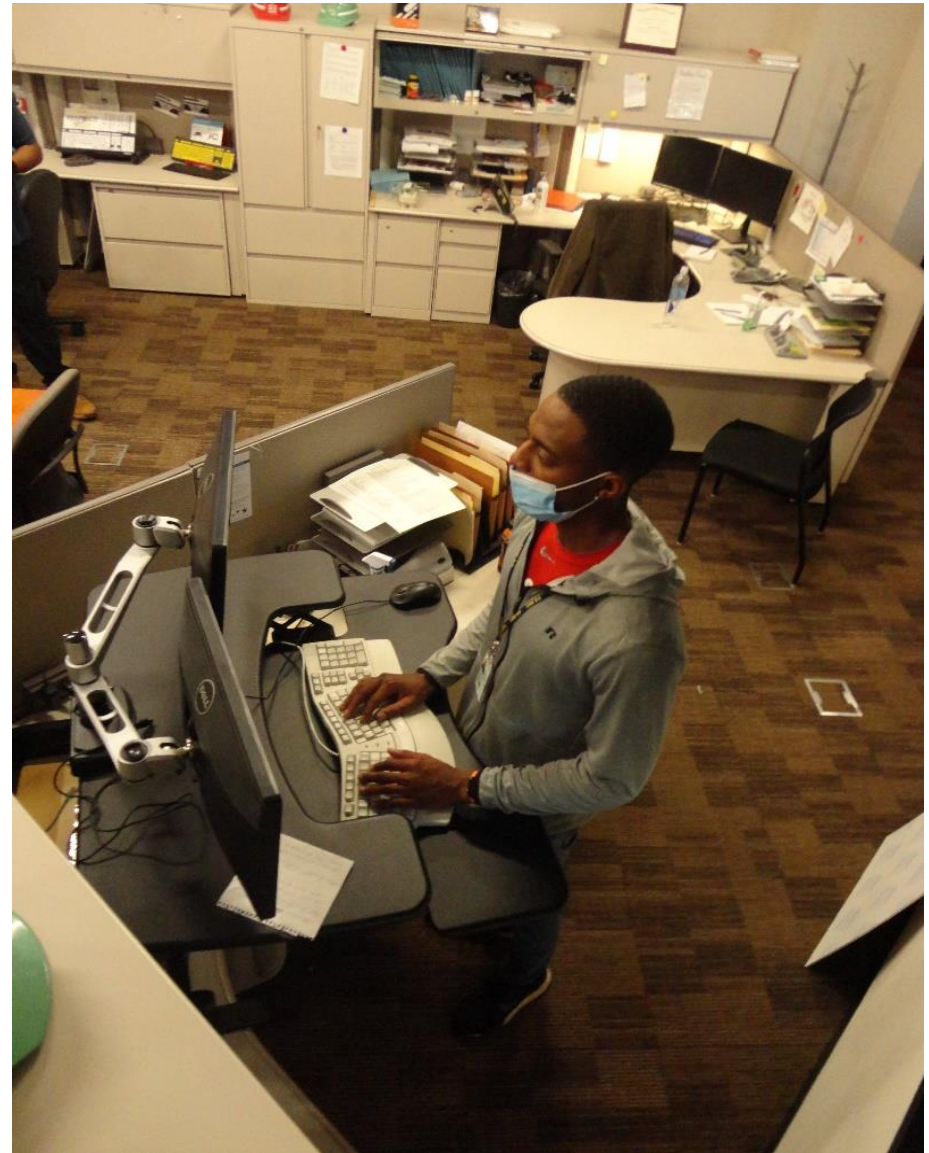
- ▶ **REST BREAKS & MINI-BREAKS**
 - ▶ **20³ RULE**
- ▶ **CHANGE POSITIONS**
 - ▶ **CHANGE TASKS**
 - ▶ **WORK STANDING**
- ▶ **KEYBOARD SHORTCUTS**

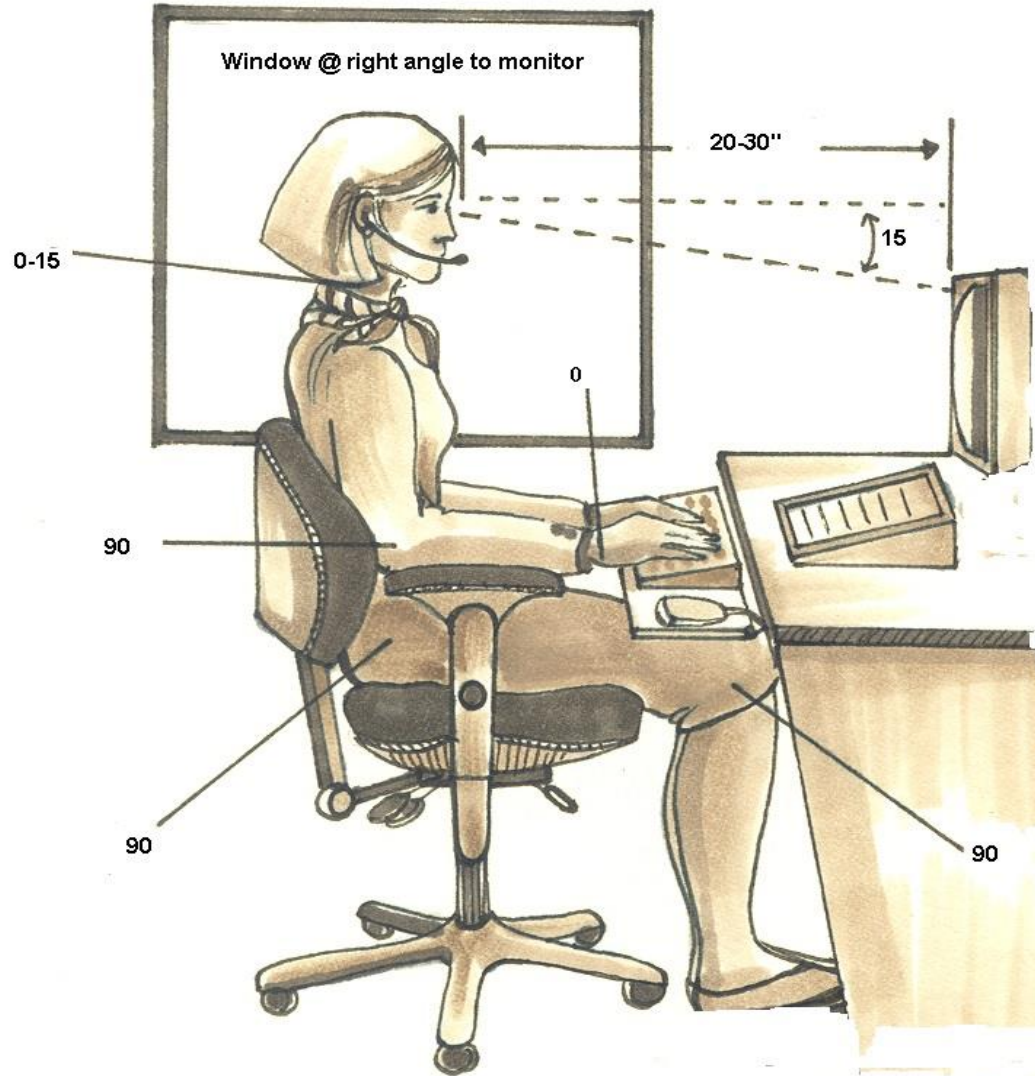


TO STAND- OR NOT TO STAND?



- ▶ *MORE DEMANDING?*
- ▶ *PLOP ON TOP?*
- ▶ ***SEATED LEVEL?***
- ▶ *STANDING LEVEL?*
- ▶ *HOW MUCH STANDING?*





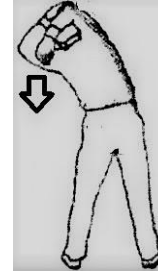
OFFICE ERGONOMICS- STRETCHING



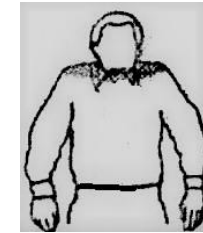
HORIZONTAL REACH- clasp fingers together and slowly extend arms forward with palms out



VERTICAL REACH- clasp fingers together & slowly raise arms above head with palms out



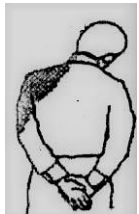
SIDE PULL- stand with arms on & behind head. With left hand, grab right elbow while pulling and slightly tilting left. Repeat to opposite side.



SHOULDER ROLL- roll both shoulders forward and then back. Do not be alarmed by cracking sounds.



TRUNK TWIST- with left leg crossed over right, turn @ trunk left



HEAD TILT- tilt but do not rotate left, right and chin to chest. Cracking sounds to be expected.



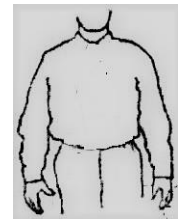
NAMASTE- seated or standing, and around belt level, press palms together-fingers toward chin



REVERSE NAMASTE- seated or standing, and around belt level, press palms together-fingers toward floor



ARCH BACK- with feet flat on floor & hands on hip, slide to chair's edge and push tummy out



HAND SHAKE- let arms dangle and shake hands



GOOD HEALTH



QUESTIONS?

