

Appropriate Reach Zones and Storage Placement

Maintain a Healthy Posture

Primary Zone

- A** Elbows should be fairly close to the body and shoulders relaxed with little to no reach required.
- B** Include frequently used items – such as keyboard or mouse.

Secondary Zone

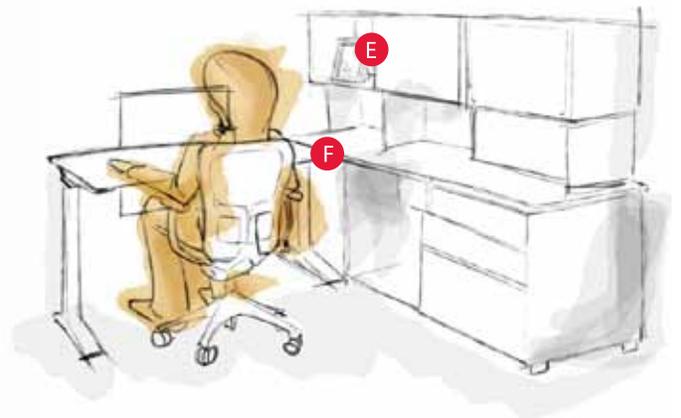
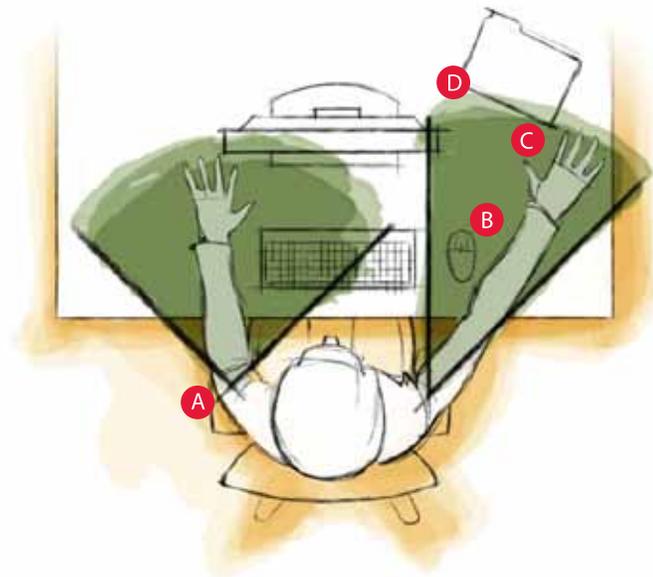
- C** Posture allows for more reaching with the arm stretched out from the body.
- D** Include items that the worker will use less frequently through out the day or for a shorter duration, such as large binders or manuals.

Tertiary Zone

- E** Posture allows reaching with the arm stretched out from the body and bending at the waist. Placing items in this zone should be avoided if at all possible.

Storage

- F** Storage under the work surface should not limit the adjustability of the work surface or interfere with leg clearance or movement.



HELPFUL STORAGE TIPS

- Only items that are used infrequently should be placed in storage.
- Must not be located behind the monitor or limit height of monitor.
- Should be easily accessible and within reach.
- To avoid excessive reaches across the work surface storage should not be located in a far corner.
- Overhead storage should only contain items light enough for the worker to safely lift down with one hand.
- Overhead storage should not be used for large, bulky, heavy or clumsy items.