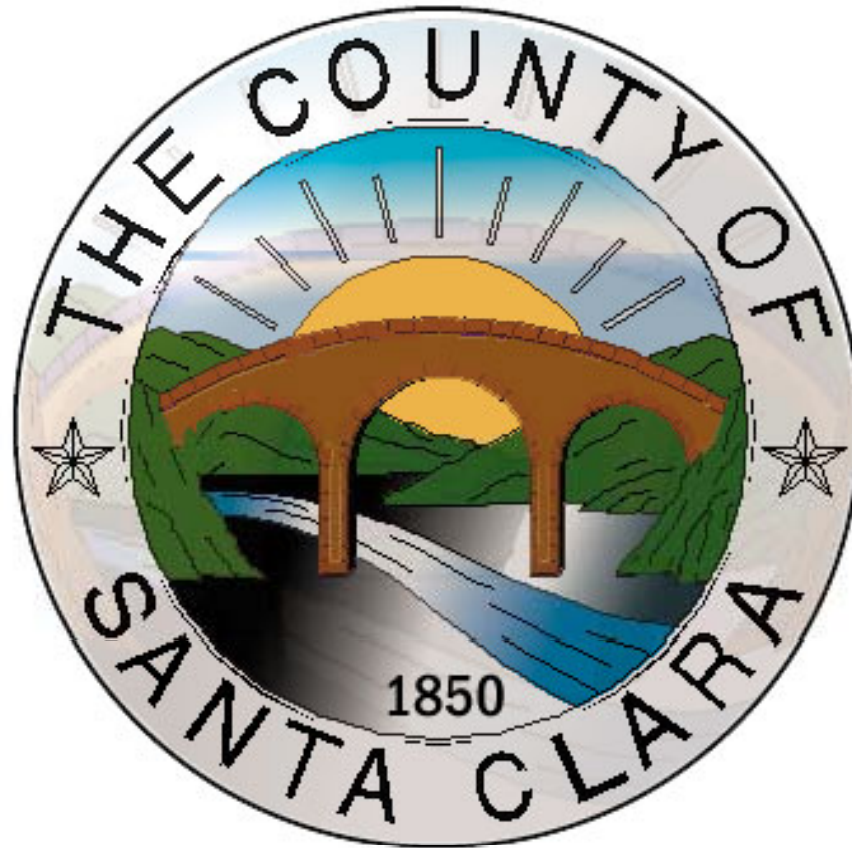


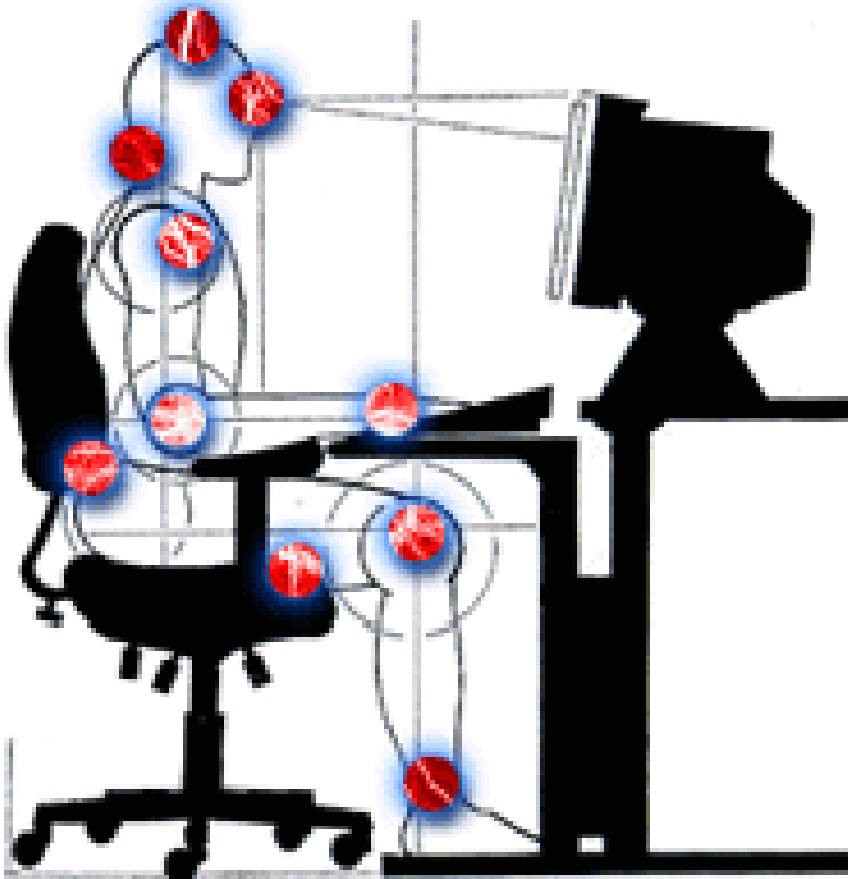
Office Ergonomics 101

A Guide to Setting Up Your Workstation



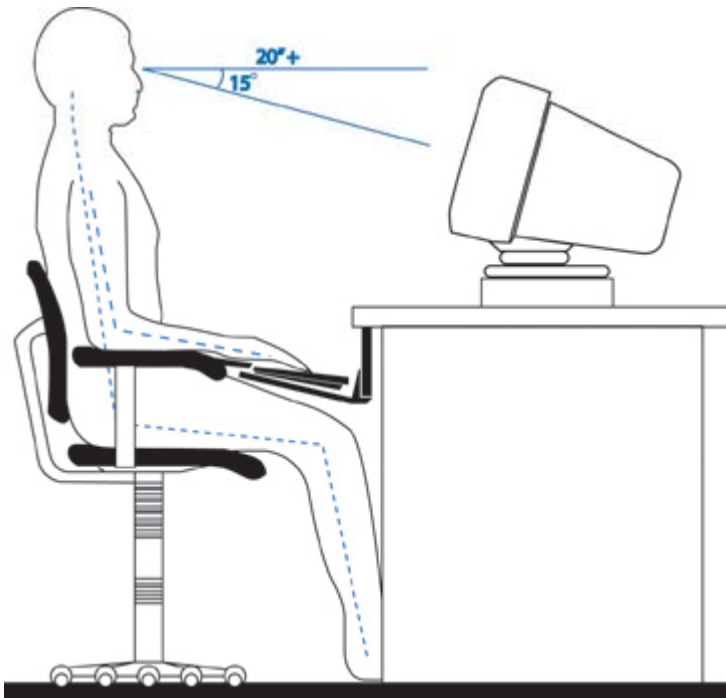
What Not To Do

Poor posture, lack of proper equipment and incorrect information are all contributing factors to an improper computer setup. You can see, as illustrated here, that working at a computer can cause a lot of distress in a number of different parts of the body. With that in mind here are some key things not to do:



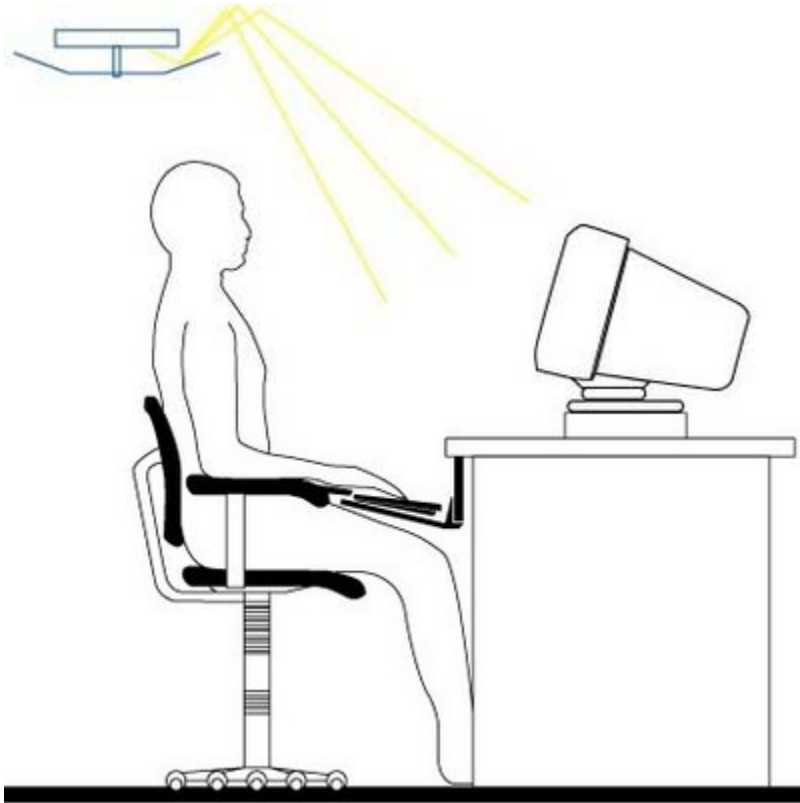
- Remember that **ergonomics is personal**. What works for someone else may not work for you.
- Use a keyboard tray to set the keyboard height and angle correctly.
- **Do not** place the keyboard on top of the desk.
- **Do not** place the monitor above your head.
- **Do not** sit in a rigid position.
- **Do not** lean forward.
- **Do not** work for long periods of time without moving. You need to take frequent breaks. They keep you awake, productive and healthy.

Monitor



- Sitting in your chair reach your arms out straight. Place the monitor no more than 2 inches from the tips of your fingers or comfortable distance that keeps you from leaning towards your monitor.
- Align the monitor and the keyboard / mouse
- Set the height of the monitor so when sitting in proper position, looking straight ahead your eyes align with the top of the screen. Reducing the amount of tilting of the neck upward or downward

Lighting



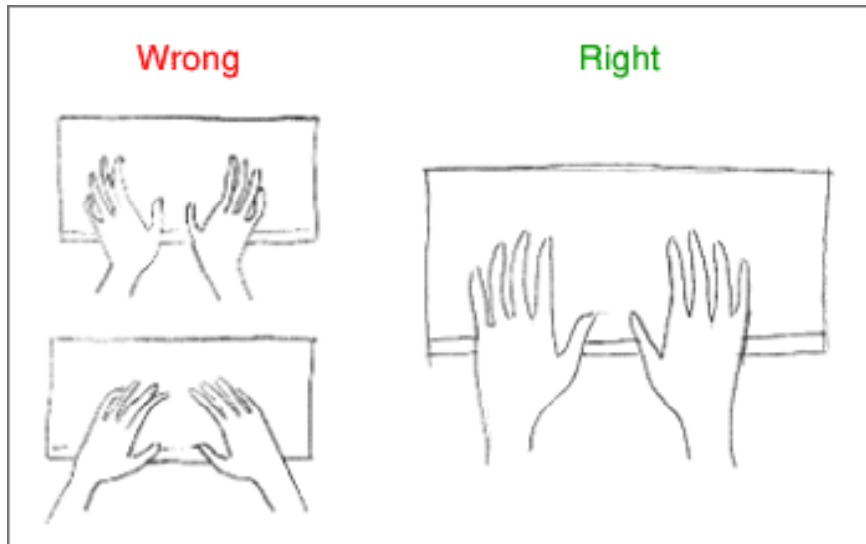
- The office lighting should be moderately bright (equal to a nice day where sunglasses aren't needed).
- Do not use task lighting for computer work. These create a glare on the screen.
- A mix of incandescent and fluorescent lights reduces flicker and provides good light color.

Proper Hand Position

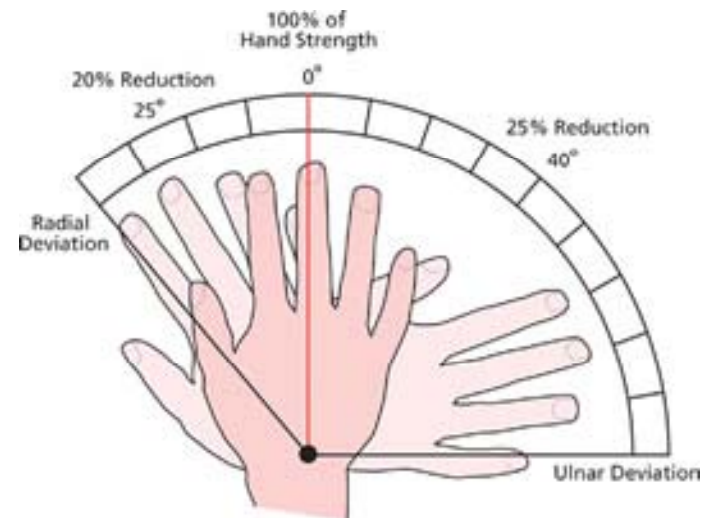
Bad Positioning



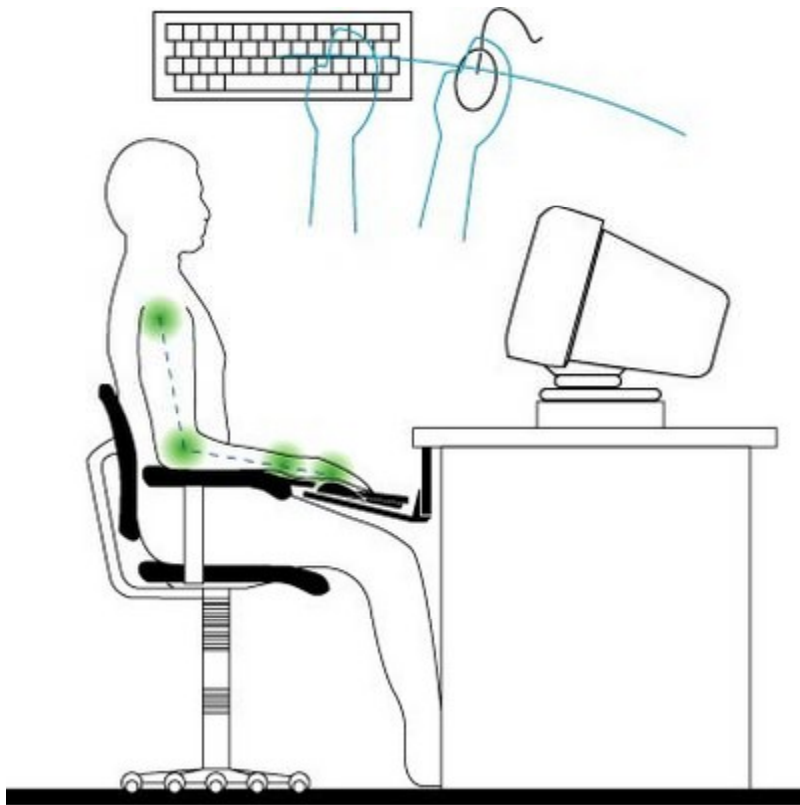
Good Positioning



- The Natural Wrist Position is characterized by:
- a straight, unbroken wrist
- The fingers gently curved & relaxed
- The thumb straight and relaxed
- The hand rotated to a relaxed position (100% strength)



Mousing



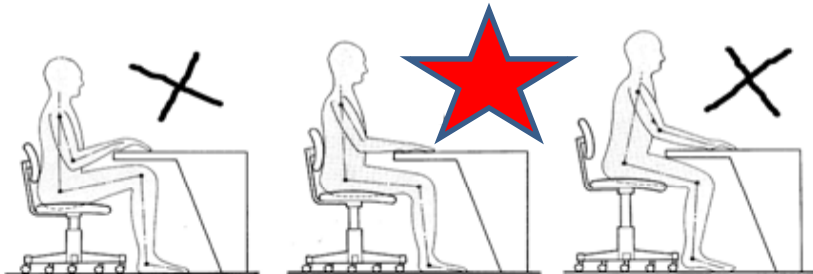
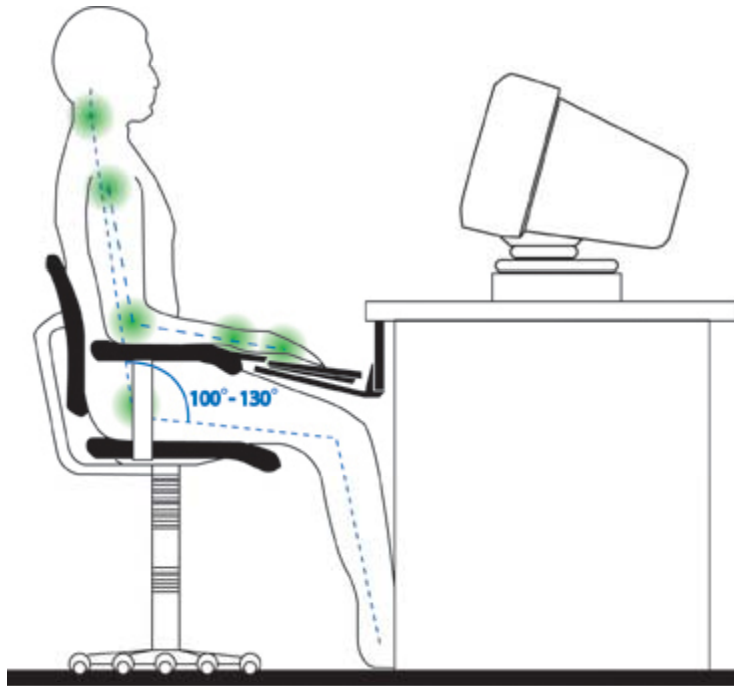
- Place the mouse on the same level as the keyboard tray.
- Keep the mouse in the arc line of the keyboard so that you can reach it when rotating your arm from the elbow.
- Do NOT use a wrist rest while using the mouse. Your forearm needs to be free to move so you do not strain the wrist.
- Try switching your mouse hand at work. If your right handed use your left to operate the mouse. It is not as hard as you think and you will be surprised at the benefits.

Keyboards



- Position the keyboard slightly below the elbow (about 2 inches) and at a flat or negative angle to allow the wrists to remain straight and in a neutral posture .
- **Do NOT** use a wrist rest while actively typing. It's meant to rest on not to lean on when working.
- **Do NOT** tilt the keyboard tray so that the back of the keyboard is higher than the front. A negative angle that allows the wrists to stay in their natural wrist position is better.

Chair & Posture



- Make sure your chair back will support your shoulders and & provides good lumbar support. Place the lumbar support slightly below the waist line.
- Adjust the chair height so your feet can rest completely on the floor. Position your hips so that they are slightly higher than your knees.
- Make sure your feet rest comfortably on the floor. Move them around. Use a footrest if your feet don't touch the floor. Allow 1-3 inches between the edge of the seat and the back of your knees.
- Your upper arms should be naturally in alignment from your shoulders.
- Change your position by moving your feet, lift your arms, adjust your hips, alter your posture continuously throughout the work day so your body is not in a sedentary position for hours.