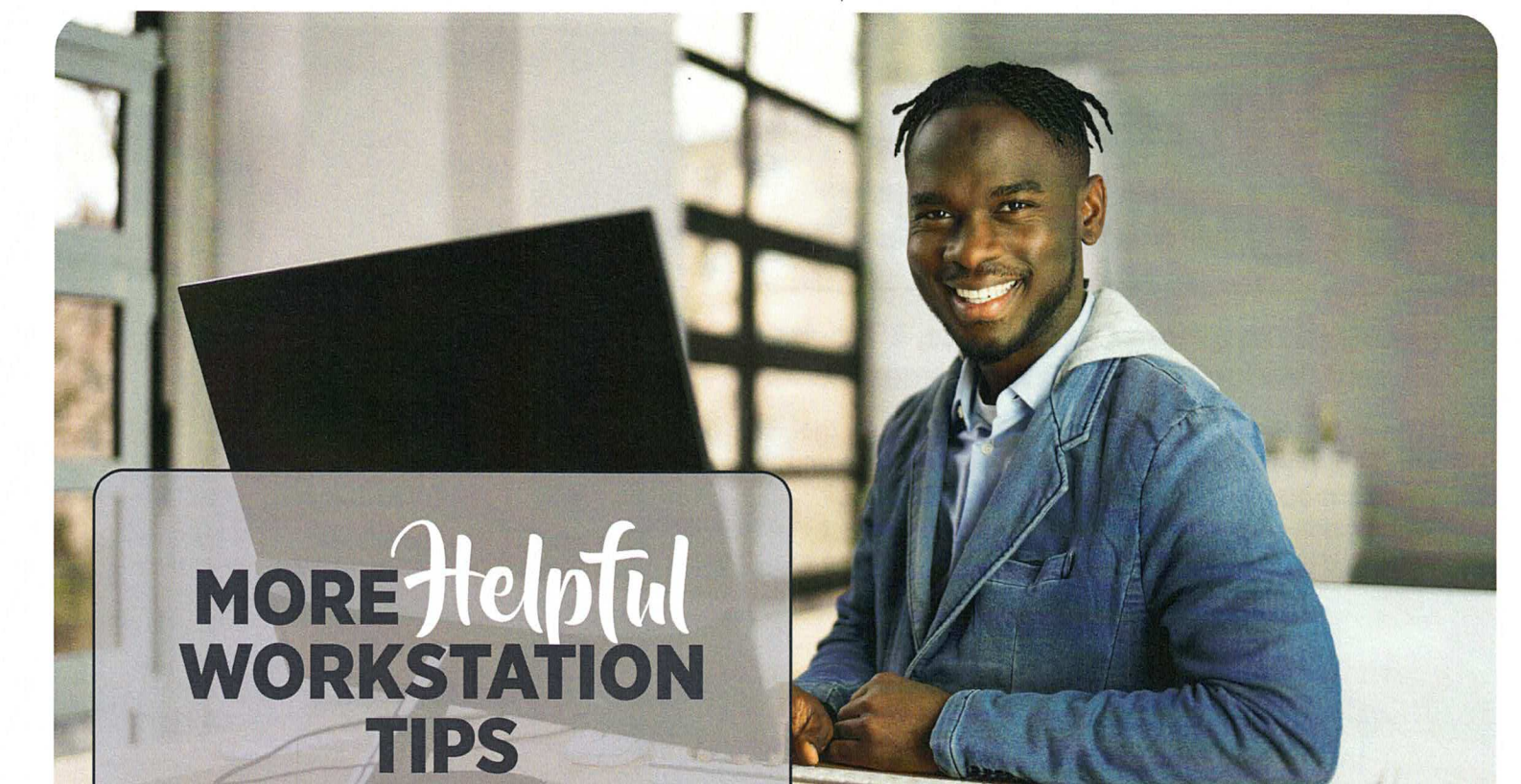




MORE *Helpful* WORKSTATION TIPS



REGULAR BREAKS

Taking a short break every 30 to 40 minutes throughout the day will help avoid prolonged periods of forward head posture. Regular breaks can also improve focus and fight against fatigue.



ITEMS ON YOUR DESK

Having frequently used items located within short reach and occasionally used items farther away will create efficiency, save you time and also help reduce postural strain.



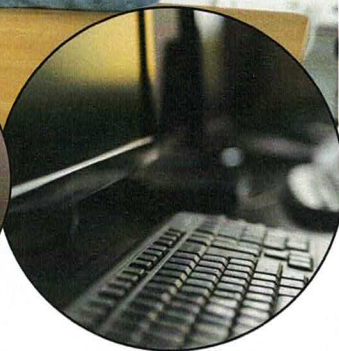
STANDING DESK

Having the flexibility to stand for periods of time at your workstation can have many benefits, including better posture, improved focus and increased energy and productivity.



DOCUMENT HOLDER

Placing a document holder either between the keyboard and monitor or next to the monitor at the same height as the screen can be helpful to reduce postural strain while working with additional documents.



AVOID GLARE

Whenever possible, setup your workstation so the monitor(s) are 90 degrees perpendicular to windows to prevent glare on your screens.

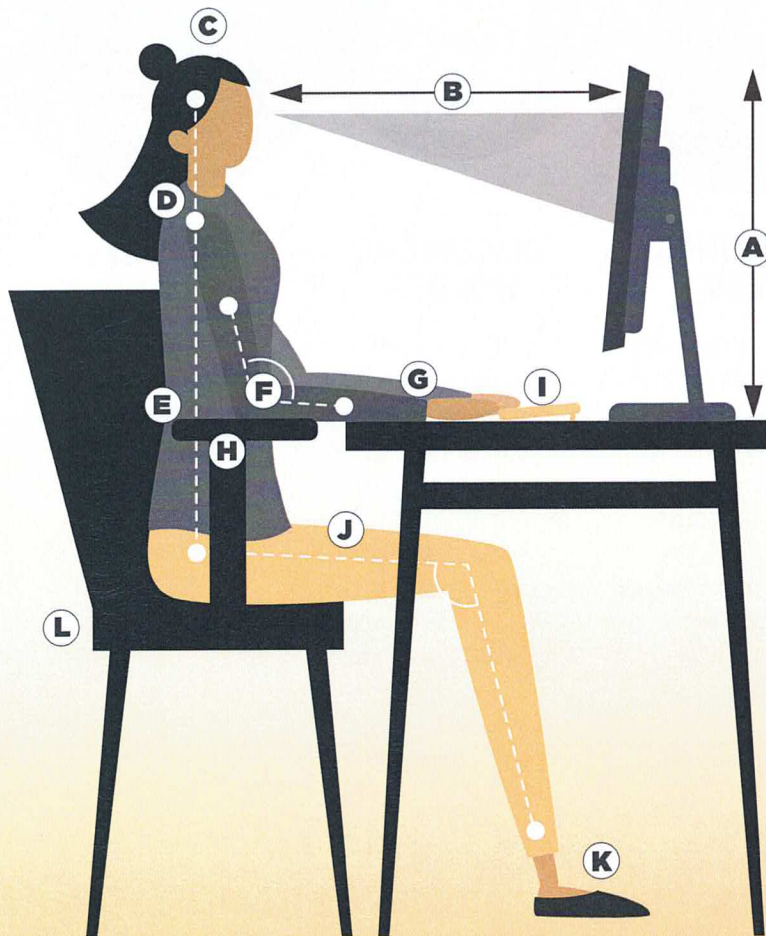
34% OF ALL LOST WORKDAYS
IN THE U.S. ARE DUE TO ERGONOMIC-RELATED INJURIES OR ILLNESS.

Workstation Ergonomics

Your Guide to a More Comfortable, Efficient and Productive Work Environment.

Optimizing your workstation can help you reduce the effects of poor posture while simultaneously increasing your productivity during work hours. The goal of workstation ergonomics is to create an environment of increased comfort and productivity with less chance of physical stress and fatigue.

Follow these tips **TO ENSURE AN ERGONOMICALLY OPTIMAL WORKSTATION!**



- A Monitor Height** - The top of the screen should be at eye level or slightly below. Your line of sight should be between eye level and 30 degrees below horizontal, without needing to bend your neck forwards. Use a stand to raise your monitor if needed.
- B Monitor Distance** - Your monitor should be approximately 15 to 27 inches away from you, with your screen tilting back 10 to 20 degrees.
- C Head Position** - Your head should be upright and over your shoulders. Avoid leaning forward towards the monitor.
- D Shoulder Position** - Your shoulders should be relaxed and not hunched.
- E Back Position** - Your mid back and lower back should be upright and fully supported by the chair. Find a chair with a lumbar support that promotes the natural curve of the lower back.
- F Elbow Position** - Your elbows should be relaxed, close to your body and bent at approximately 90 degrees.
- G Hand and Wrist Position** - Your wrists should be straight and your hands should be in line with your forearms. You may need to adjust your keyboard tray or workplace surface to ensure straight wrists.
- H Armrests** - Armrests should be adjustable, to allow freedom of movement for your forearms when working, while still providing support for your forearms and elbows at rest.
- I Keyboard and Mouse** - The keyboard and mouse should be next to each other at the same height, laying flat on your desk. Use the keyboard tray as needed to ensure a neutral wrist position while working.
- J Thigh Position** - Your thighs should be horizontal with a 90 to 120 angle at both the hip and knee. There should be a 2-3 finger width distance between the back of your knee and the edge of the seat.
- K Foot Position** - Your feet should be fully supported and flat on the floor. If not possible, use a footrest to provide the added support.
- L Chair Height** - Adjust your chair height until your feet are flat on the floor and your knees and hips are between 90 and 120 degrees.