

ERGONOMIC TIPS FOR THE OFFICE

- ❖ Sit back in your chair and move the chair close enough so you are not reaching
- ❖ Chair height should be adjusted so that the elbows are at work surface height and the shoulders are relaxed
- ❖ Center your main items (e.g. keypad, paper & monitors) in front of you: Position the mouse directly to the left or right side of your main work
- ❖ Position other frequently used items (e.g. calculator) as close as possible to reduce reaching
- ❖ Wrists should be flat and straight, and the elbows relaxed and close to the body
- ❖ Do not rest your hands or forearms on hard or sharp edges with keyboard and mouse tasks
- ❖ After you have adjusted your chair height, adjust the monitor height so that the top of the monitor is 2"-3" (5-8 cm) above the eyes
- ❖ Generally, if you wear bifocals or progressive lens, the monitor should be positioned as low as possible on the desk
- ❖ Adjust the backrest so that the lumbar area supports the lower curve of your back
- ❖ Have your feet flat on the floor, or use a footrest
- ❖ Avoid glare on the computer screen by tipping the monitor slightly downward and closing blinds
- ❖ Adjust screen brightness and contrast to enhance comfortable viewing
- ❖ Use a document holder to avoid repetitive neck movements
- ❖ Take frequent short visual breaks by looking away from the monitor
- ❖ Change sitting postures frequently

Avoid Awkward Prolonged Postures

Vary Tasks

Stretch throughout the Day

