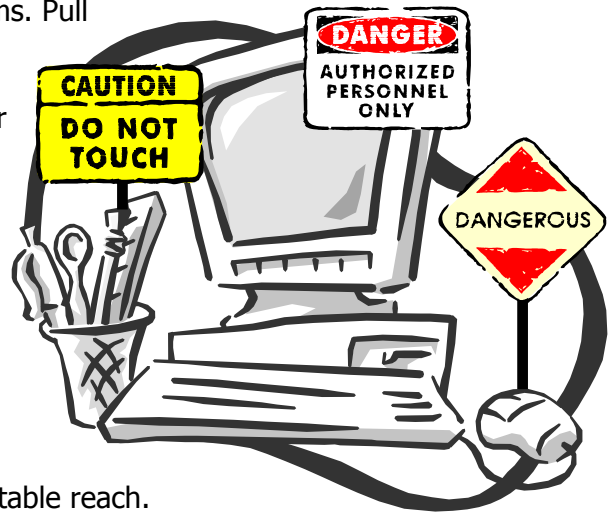


Ergonomics – *Adjusting Your Computer Workstation*

- Place the screen at right angles to any windows or other light sources to pre-vent glare problems. Pull blinds/lower shades to reduce glare.
- If your work area is especially bright and reflection is unavoidable, use a glare filter or screen cover compatible with the monitor.
- Place the phone beside the keyboard or within easy reach. If you spend a lot of time on the phone, get in a headset.
- Keep hands and wrists in a neutral (straight) position while on the keyboard. A palm rest can be used.



"Organize your work area."

- Place commonly used items within a comfortable reach.
- Adjust your chair and work surface to keep your elbows and knees at 90 degree right angles.
- Chairs with arm rests can relieve fatigue in the shoulders and arms. Adjust the arm rest to keep elbows close to the body and prevent shoulders from being elevated.
- Keep the screen clean and free of dust, dirt, and fingerprints which can blur it.
- Make sure your computer screen is positioned so that the top third of the display is at your eye level. Your eyes should look slightly down at the screen.
- Chairs with five or more caster legs are best – they're more stable. Chairs that swivel are also recommended to avoid twisting while seated.
- Adjust screen brightness control to "low" and contrast control to "high."
- Add lighting to light up documents without creating glare and reflection on the screen.
- Place the document holder at the same height as the computer screen.
- Place your mouse pad at the same height as the keyboard and within easy reach.
- A rounded waterfall front cushion on the chair relieves tension on the back of thighs.
- Adjust the lumbar (lower back) support by moving the back rest up or down to match the natural inward curve of your spine.

"Good posture is important when you're sitting several hours a day."

- Keep your spine and head upright.
- Shift your position often throughout the day to keep muscles from tensing.
- Adjust your chair height so your feet are flat on the floor. Use a footrest, if necessary.
- During keying pauses, use a palm rest. During longer breaks, remove your hands from the keyboard and rest them in your lap.

"Arrange to take small breaks every hour."