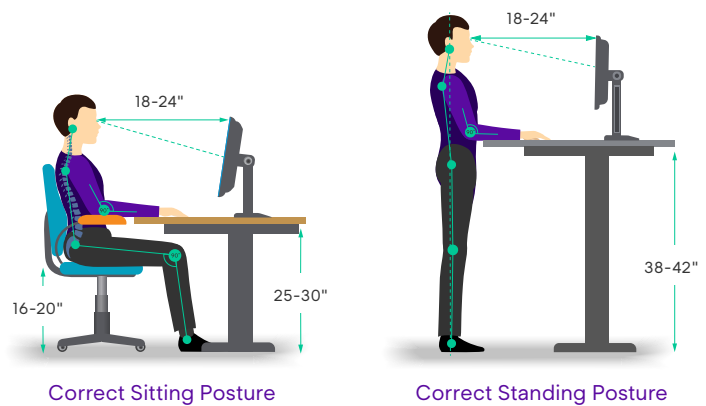


Ergonomic Tips for Workstations

Ergonomics can assist you in improving your posture, health, and productivity through proper workstation design.

Chair

- Adjust your chair height so your feet are flat on the floor, your thighs are parallel to the floor, and your hips and knees are 90 to 110 degrees.
- Sit with your back against the backrest in a slightly reclined position.
- Adjust the seat pan depth so there is 1 to 3 inches of space between the front of the seat and the back of your legs.
- Adjust the armrests so they are positioned just below the elbow height with your arms and shoulders relaxed.



Correct Sitting Posture

Correct Standing Posture

You should change your working position frequently throughout the day in the following ways: Stand up and walk around for a few minutes every hour. Make small adjustments to your chair or backrest. Stretch your fingers, hands, arms, legs, and torso. Stay hydrated.

Desk Height

- When sitting, the top of the desk should be at or slightly below your elbow height with your shoulders relaxed and palms resting on the front of the desk. If the desk is too high, raise your chair and add a foot rest.
- If you have a standing desk, the top of the desk should be at or slightly below your standing elbow height with your shoulders relaxed and elbows directly under your shoulders.
- When using a standing desk, you should change your posture every 20 to 30 minutes. For example, sit for 20 minutes, stand for 8 minutes, and move for 2 minutes.

Keyboard & Mouse

- Keyboard and mouse should be located on the same level, directly in front of you, 2 to 3 inches from the front edge of the desk.

- The angle between your forearm and upper arm (elbow) should be between 90 and 110 degrees with your forearm, wrist, and hand straight.
- If you have a keyboard tray, it should be positioned flat or tilted slightly downward from front to back.

Monitor Placement

- Center the monitor in front of you, in line with the keyboard, at approximately an arm's length.
- Adjust your monitor so the top of the display is even with or slightly below your eye height.
- Bifocal or progressive lens wearers may need to lower their monitors.