

## WORKSTATION ERGONOMICS - TIPS TO IMPROVE COMFORT AND ERGONOMICS AT WORK

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Sitting at a computer for the majority of your workday can negatively affect your health if your workstation isn't properly adjusted. Follow these suggestions to make your workstation work for you.

### ADJUSTING YOUR CHAIR

- ▶ Adjust the seat height so your feet are flat on the floor and your knees equal to—or slightly lower than—your hips.
- ▶ Adjust your armrests so that your shoulders are down and relaxed. If your armrests are in the way, remove them.
- ▶ Sit in the chair with your hips positioned as far back as possible. Use a foot rest if your feet don't touch the floor.

### MONITOR PLACEMENT

Placing your monitor in an appropriate position helps prevent excessive fatigue, eye strain, and neck or back pain.

- ▶ Center and position the top of the monitor approximately 2 to 3 inches above seated eye level.
- ▶ Sit at least an arm's length away from the screen, making adjustments to suit your vision.
- ▶ You can reduce glare by positioning your screen away from windows, adjusting blinds or using a filter.
- ▶ Position source documents directly in front of you, between the monitor and the keyboard, using a copy stand.

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### KEYBOARD AND MOUSE CONSIDERATIONS

If your keyboard and mouse are not adjusted properly, it can lead to discomfort in your wrists, arms and shoulders.

- ▶ Place the keyboard directly in front of you at a distance that allows your elbows to stay close to your body and your forearms approximately parallel with the floor.
- ▶ Use the keyboard feet to adjust the tilt of your keyboard. If you sit in a forward or upright position, try tilting your keyboard away from you at a negative angle. If you are reclined, a slight positive tilt will help maintain a straight wrist position.

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- ▶ A wrist rest can help you to maintain neutral postures and pad hard surfaces, but resting on it while typing is not recommended.

## TAKE A BREAK

Regardless of how well your workstation is set up, sitting still and working in the same posture for prolonged periods is not healthy. Try to change your working position frequently throughout the day.

- ▶ Take a break or change tasks for at least 5 to 10 minutes after each hour of work. Try to get away from your desk during lunch breaks.
- ▶ Avoid eye fatigue by resting and refocusing your eyes periodically.
- ▶ Make small adjustments to your chair or backrest.

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