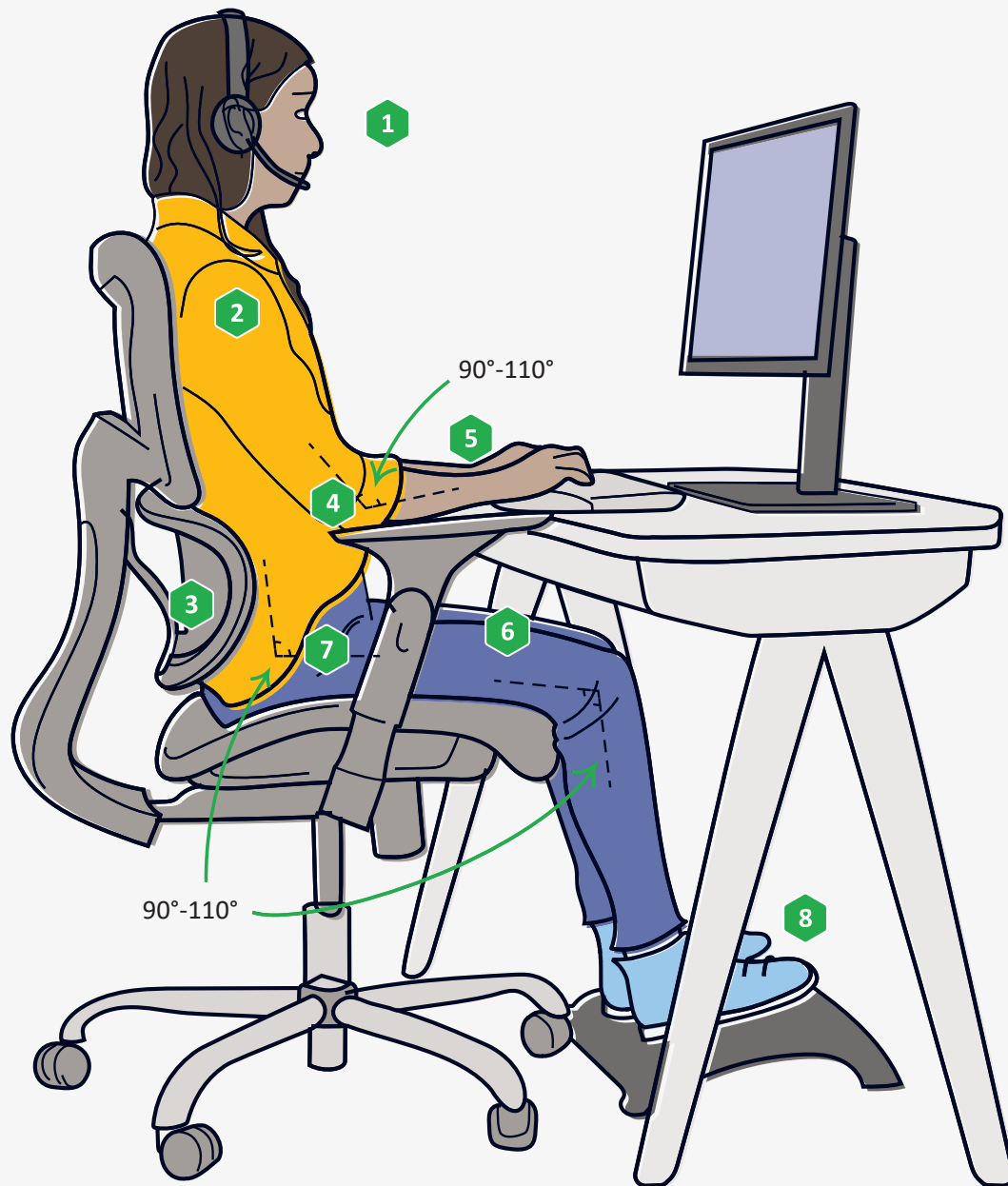


Computer Workstation Ergonomics



When using your computer, follow these guidelines for sitting:

- 1 Eyes should level with the top of the screen, raise or lower your chair and monitor to allow this. The main screen should be directly in front of you and about a straight arm's length away.
- 2 Shoulders should be relaxed. Use armrests to reduce stress on the shoulders and back but remove them if they interfere with typing or mouse use. Keep your phone nearby to minimize reaching and use a headset instead of cradling your phone between your ear and shoulder.
- 3 Lower back should be supported by the backrest. If needed, use a rolled-up towel or small foam pillow for extra support.
- 4 Forearms should be parallel to the floor. Elbows bent about 90 degrees or slightly more.
- 5 Wrists should remain straight at all the times, including when using the keyboard or mouse. Keyboard should be flat, so you do not bend your wrists.
- 6 Thighs should be parallel to the floor with knees at 90 degrees or slightly more.
- 7 Hips should be at knee level, or slightly above, with a back angle of 90 degrees or slightly more.
- 8 Feet should be fully supported. If they don't reach the ground after adjusting your chair and table, use a slightly sloped footrest.

Take regular breaks of 20 seconds to two minutes to stand up, walk around, or stretch.