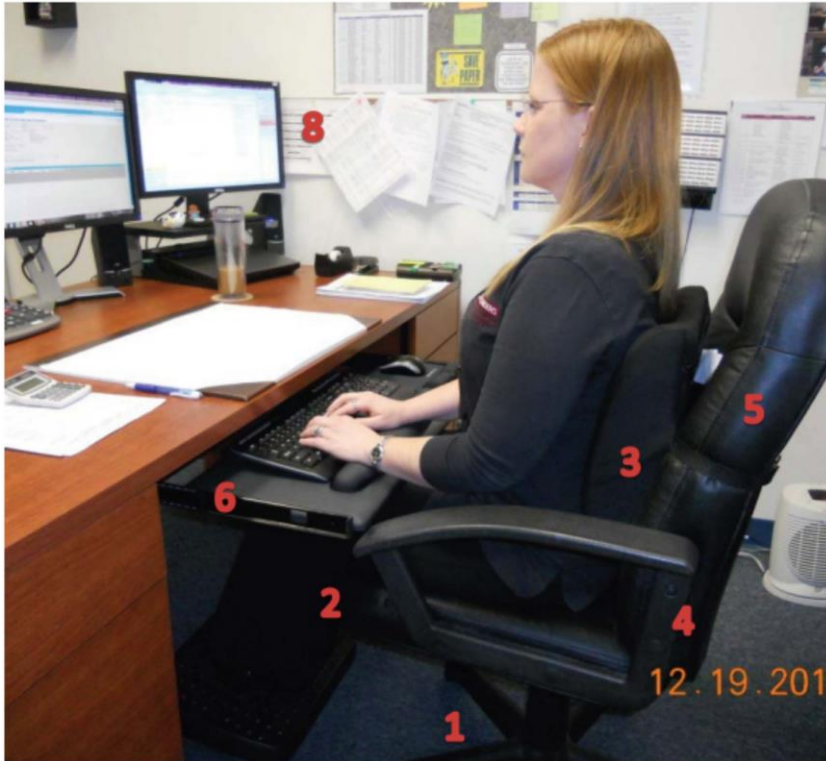


Healthy Workstation Guidelines



SITTING POSTURE

- 1** Raise or lower your seat to ensure that your thighs are parallel to the floor with your feet flat on the floor or on a footrest.
- 2** Adjust seat pan depth to maintain two inches of clearance between the back of your knees and the front edge of the seat.
- 3** Adjust backrest height to comfortably fit the small of your back.
- 4** Adjust the recline tension, if necessary, to support varying degrees of recline throughout the day. Avoid the use of recline locks.
- 5** Maintain a reverse curve in the small of your back using the chair's built-in lower back support. Avoid leaning forward.

TYPING POSTURE

- 6** Use an articulating keyboard support and position it 1 to 1.5 inches above your thighs. Angle the keyboard away from your body to keep wrists straight while typing. Rest your palms - not your wrists - on a palm support.

MOUSE USE

- 7** Position your mouse close to the keyboard to minimize reaching. Avoid anchoring your wrist to the desk. Instead, glide the heel of your palm over the "mousing" surface and use your entire arm to mouse.

MONITOR POSITIONING

- 8** Position the monitor at least an arm's length away with the top line of text at or slightly below eye level. Tilt the monitor away from you so your line of sight is perpendicular to the monitor.

TASK LIGHTING (USE AS NEEDED)

- 9** Position a task light to the side opposite your writing hand. Shine it on paper documents but away from computer monitors to reduce glare.

BODY ALIGNMENT

- 10** Align the monitor and spacebar with the middle of your body and arrange frequently used work tools within easy reach. Place documents between your body and the monitor with an in-line document holder if more comfortable.

REST PERIODS

- 11** Take two or three 30- to 60- second breaks each hour to allow your body to recover from periods of continuous repetitive motion.

