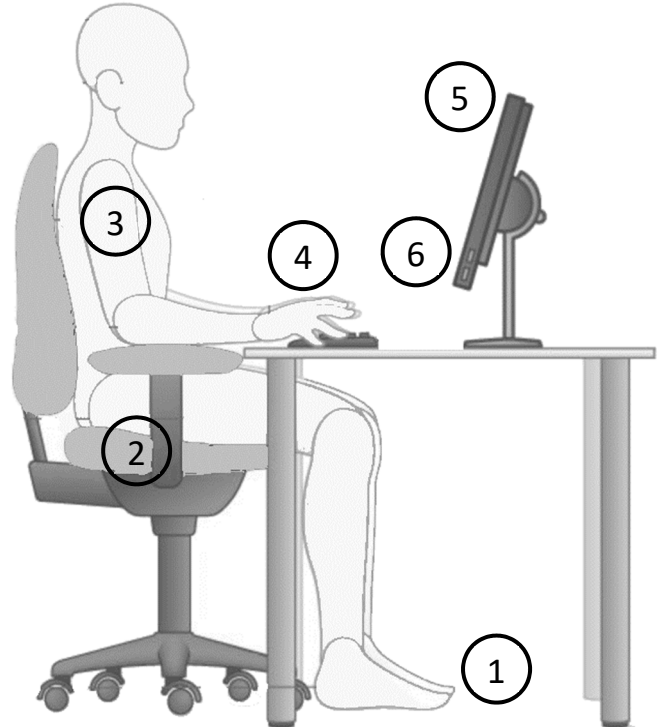


Ergonomic Guidance for Computer Users

The below information can help you set up your work area to promote proper posture while using a computer.

- The height of the chair and the keyboard, mouse, & monitor are interdependent.
1. Adjust chair height to allow your heels to be on the floor, while your lower back is against the backrest and your knees are at about a 90-degree angle.
 - An underdesk keyboard tray or a foot rest can help.
 2. Adjust the seat pan (the part you sit on) to provide as much thigh support as possible.
 3. Keep your shoulders relaxed and your elbows at about a 90-degree angle (your wrists should not be above your elbows).
 4. While typing, your fingers should be below your wrist.
 - Retracting the back “feet” on the keyboard and a palm rest can help.
 5. Adjust the monitor so the top is at your eye level and directly in front of you.
 6. Pull the bottom of the monitor towards you, to help avoid leaning in.
 7. Place the keyboard in line between you and the monitor.
 8. Keep frequently used items (e.g. phone, stapler, pen, etc.) within easy reach, and avoid twisting.
 - During phone calls, use a headset (wired or wireless) or a speaker phone.
 9. Take micro-breaks (30-30-30): every 30-minutes, take a 30-second "break", and focus on something 30-feet away. This will help to avoid sitting for extended periods of time, and benefits your eyes by focusing on distant objects.

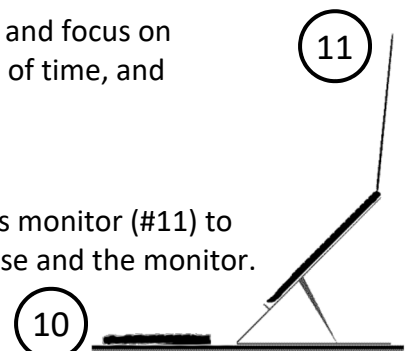


Recommendation for laptop users:

- Use a separate keyboard and mouse (#10), and raise the top of your laptop's monitor (#11) to your eye level. The idea is to create separation between the keyboard/mouse and the monitor.

Multiple Monitors:

- Limit how often or how far you need to turn your neck.
 - How often: Position the primary monitor directly in front of you with the other monitor to the side (like a document holder), limiting the gap between them
 - How far: If you use both monitors about equally, the gap should go in the middle with the monitors angled towards you.
- Set the top of the monitors to the same height (see #5 above).



If using a computer while standing:

- All of the above points, except those directly related to a chair, are appropriate.
- Additionally, a soft surface (e.g. shoes, rug, anti-fatigue mat, etc.) and sometimes placing a foot on a higher level (e.g. footrest, stool, etc.) can help to limit discomfort.