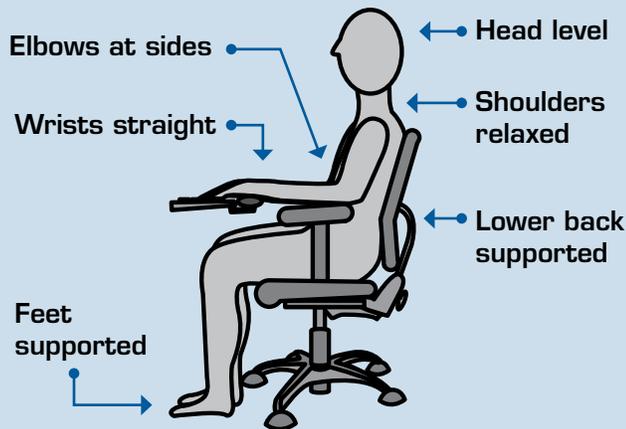


Office Ergonomics Workstation Tips

Neutral Seated Posture

When making adjustments to your chair and workstation, try to set up your work area to allow you to maintain a neutral posture:

- Feet/heels should be supported on the floor or a footrest
- Knees slightly below the hips
- Backrest reclined slightly



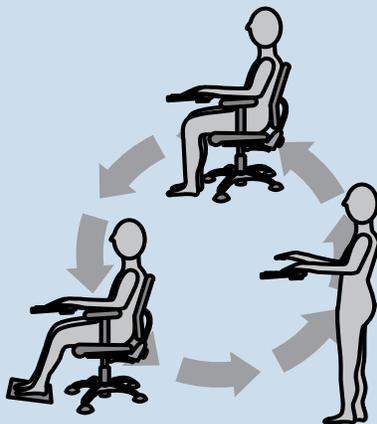
Poor Seated Posture

Avoid a “hunched over” posture in which you’re leaning forward and not using the backrest. This posture increases loading on your lower back. Place items you use most frequently within arm’s reach to reduce bending forward while seated to access these items. If reaching for heavy manuals or books from shelves, stand up and slide the materials to the edge of the shelf before lifting.



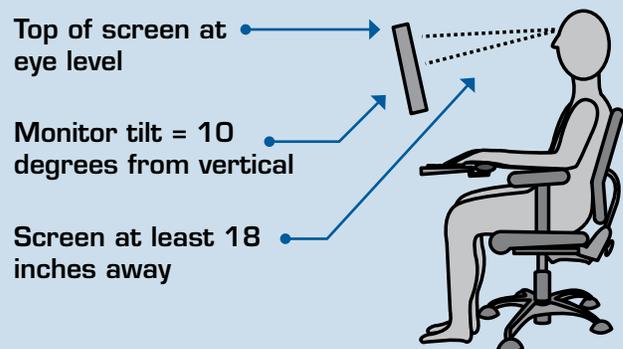
Alternate Postures Frequently

Changing postures frequently throughout the day is one of the most effective ways to reduce static (holding the body in one position) loading. This can mean making adjustments to your chair or workstation (if you have this option), or organizing your workday so that standing and walking are part of your routine. When organizing your day, make sure tasks that require standing or walking are performed throughout the day rather than just at the beginning or the end of your workday or shift.



Monitor Location

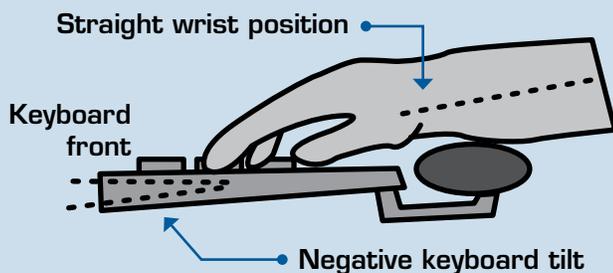
Position the monitor so the top of the screen is at eye level. If you wear bifocal or progressive lenses and use the bottom portion of the lens, lower the monitor one to two inches below eye level. The monitor should be at least 18 inches away from the eyes. The farther away the monitor can be placed without having difficulty reading text, the less eyestrain you will have. Tilt the monitor 10 degrees from the vertical for easy reading. Take eye breaks every 30 minutes by refocusing on a distant object for 10 seconds.



Office Ergonomics Workstation Tips

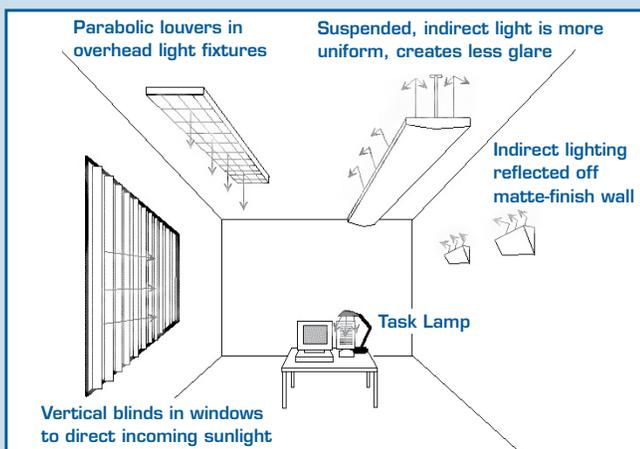
Keyboard Height and Tilt

Your keyboard should be placed so that your shoulders are relaxed and your elbows are at approximately a 90 to 100 degree angle. Your keyboard should either be flat or tilted so the front of the keyboard is sloped downward (also called negative tilt). This allows for the 90 to 100 degree elbow angle, and a straight line through the wrist. The straight or neutral wrist position reduces strain on tendons and pressure in the wrist carpal tunnel.



Lighting and Visual Strain

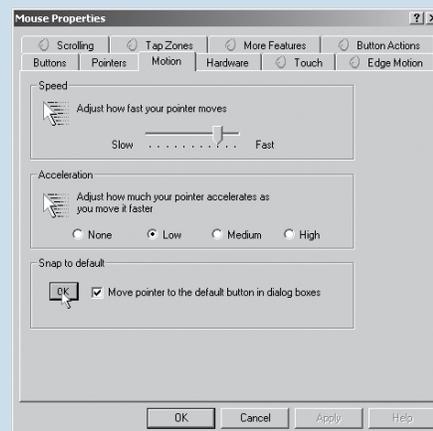
Proper location of your monitor is important in reducing direct and reflected glare from sunlight and overhead lights. Placing the monitor at a right angle to outside windows will significantly reduce direct and indirect reflected glare from sunlight. Using vertical blinds to direct sunlight also helps. Placing your monitor between overhead strip lighting also reduces glare from fluorescent lights. Changing the monitor background colors to white or light gray can significantly reduce reflected glare.



Mouse Settings

Proper adjustments in the mouse software settings can reduce repetition, increase mouse responsiveness, and reduce clicks. To make changes to the settings do the following:

1. Click on the Windows Start button. Go to the Control Panel and click.
2. In the Control Panel, click on the Mouse (Windows 95, 2000, ME users) or Printers or Other Hardware icon (Windows XP users).
3. Click on the Motion tab (Windows 95, 2000, ME) or Mouse, then Pointer Options tab (Windows XP) and adjust the speed by moving the slider bar to at least $\frac{3}{4}$ speed. This will make the pointer much more responsive and reduce repetitive motion.
4. On the same tab look for the "Snap to Default" feature. Check the box. This will automatically move the pointer to the default dialog box each time. This eliminates the need to move the mouse pointer.
5. Click on the Buttons tab. Look for the "Double Click Speed" section. Adjust the speed by moving the slider to the "Slow" setting. By slowing down the speed, you will not have to double click as fast to open applications, e-mails, etc.
6. Another option you may have under the Buttons tab is enabling single clicks to open documents. By enabling this feature, you can use a single rather than double click to open an application or email. This can significantly reduce the amount of clicks over the course of a day.



Questions? Contact your safety consultant at 303-361-4000 or 1-800-873-7242.