

Working in Comfort

ERGONOMICS IN THE OFFICE

COMPUTER USE BASICS

✘ Chair

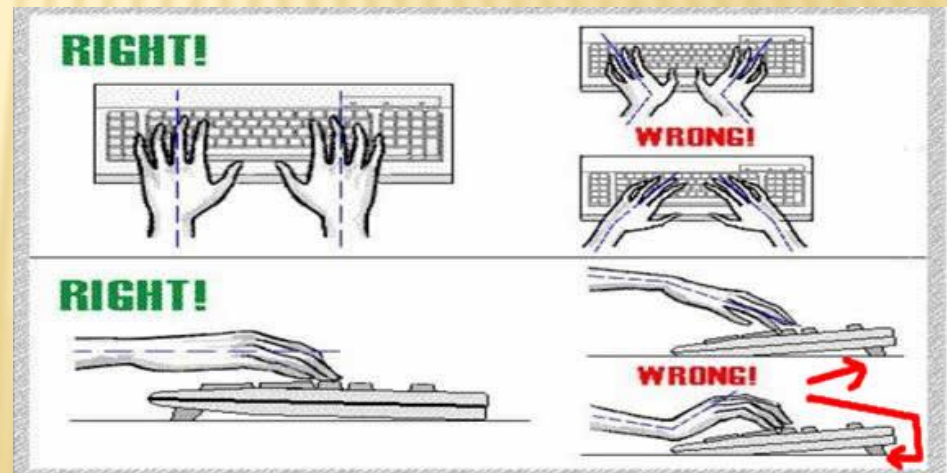
- + Make sure to push your hips as far back as they can go in the chair.
- + Adjust the seat height so your feet are flat on the floor and your knees are equal to, or a little lower than, your hips.



COMPUTER USE BASICS

✘ Keyboard

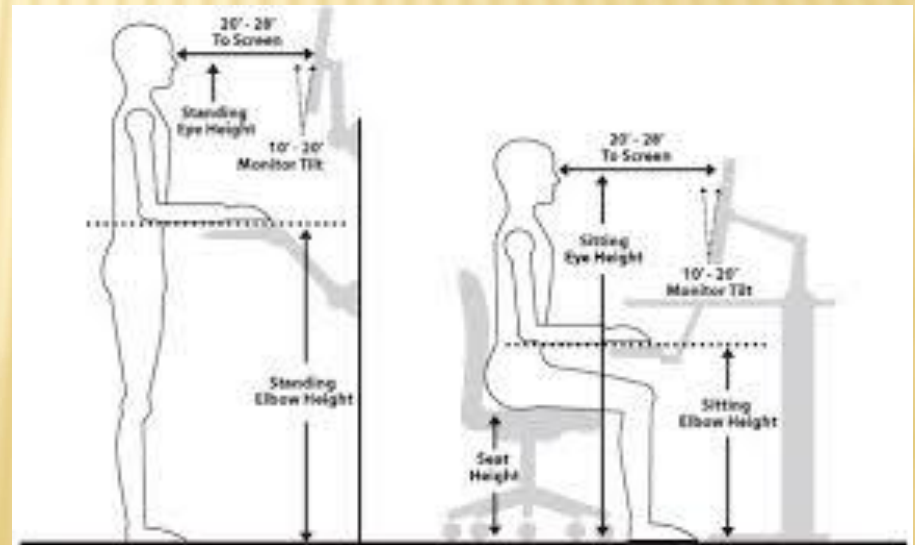
- + Make sure you are close to your keyboard and position the keyboard directly in front of your body.
- + Determine what section of the board you use most frequently, and readjust the keyboard so that section is centered with your body.
- + Adjust the keyboard height so that your shoulders are relaxed, your elbows are in a slightly open position (90° to 110°), and your wrists and hands are aligned.



COMPUTER USE BASICS

✘ Monitor

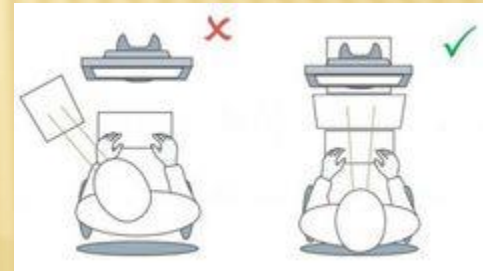
- + Center the monitor directly in front of you above your keyboard.
- + Position the monitor so that you can look straight at your monitor instead of up or down



COMPUTER USE BASICS

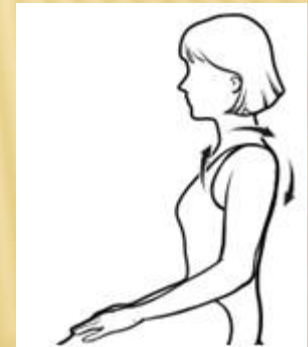
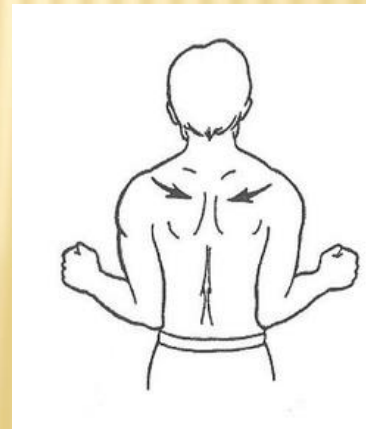
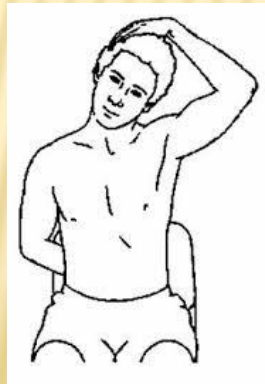
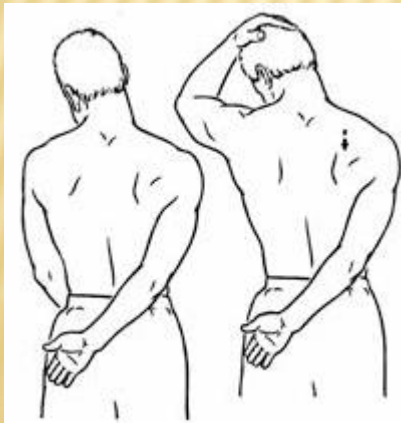
✘ Source Documents

- + Position source documents directly in front of you, between the monitor and the keyboard, using a copy stand.
- + If there is insufficient space, place documents on a document holder adjacent to the monitor.

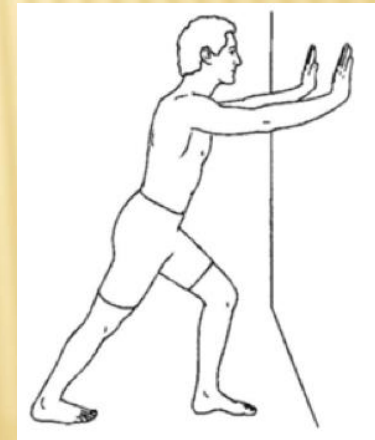
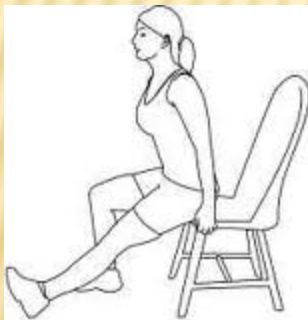
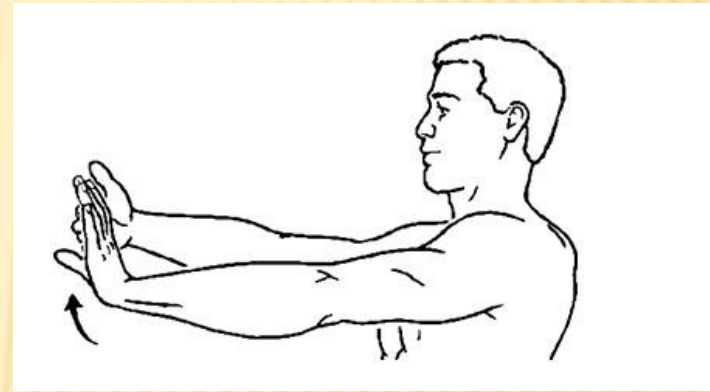
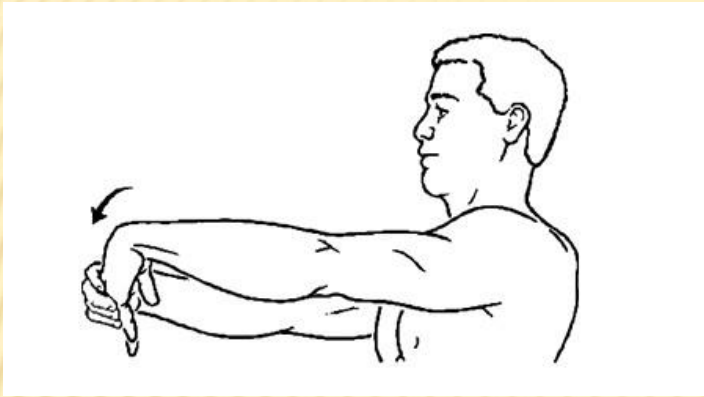


STRETCHING

- ✘ Take short 1-2 minute stretch breaks every 20-30 minutes.
 - + Hold each stretch 20 seconds
 - + Perform 10 reps of each exercise
- ✘ If it hurts, don't do it!



STRETCHING



WHEN TO SEEK MEDICAL ATTENTION

✘ Nerve symptoms

- + Numbness/tingling in hands or arms
- + Numbness/tingling in buttocks, legs, or feet
- + Shooting pain down either your arms or legs

✘ Persistent Pain

- + Pain that is keeping you up at night
- + Pain that distracts you from working



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