Working in Comfort

ERGONOMICS IN THE OFFICE
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.
**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.
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.
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
TherapyWorks

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