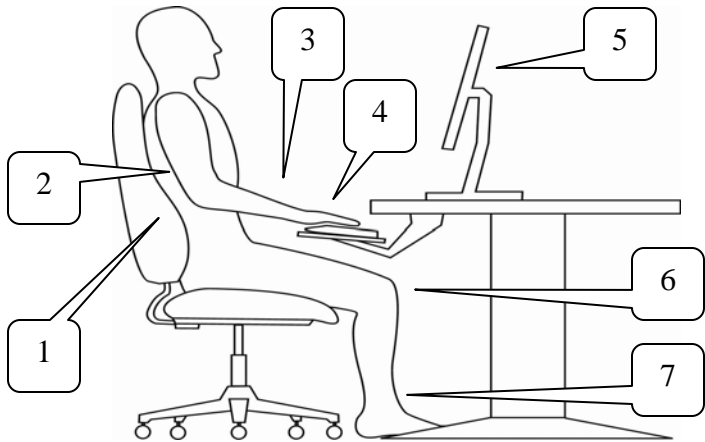
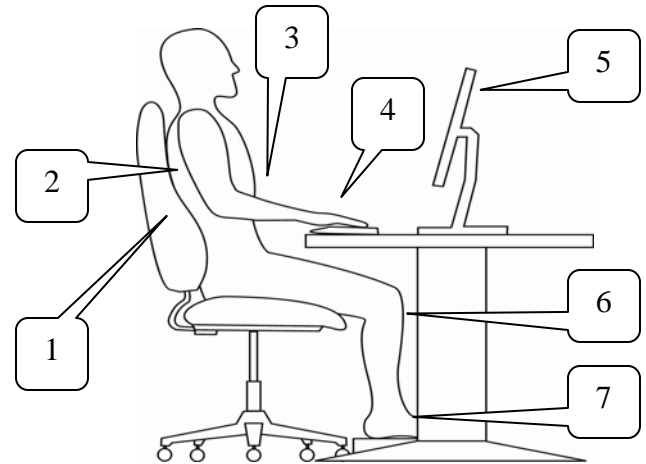


Office Ergonomics Tip Sheet

Side View Diagram – keyboard on tray



Side View Diagram – keyboard on desktop



Diagrammed Tips:

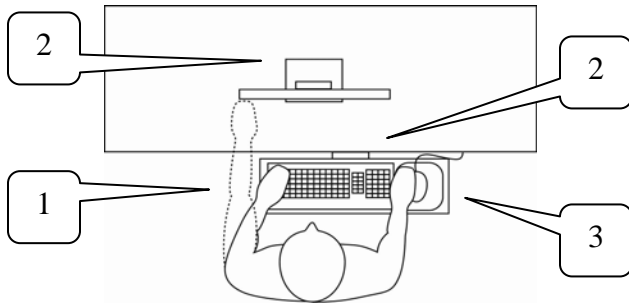
1. Sit with your torso supported against the backrest so that both your lower and upper back are supported. You may lock the backrest in various positions throughout the day (see seated postures guidelines on other side of tip sheet). Adjust the height of the backrest if needed.
2. Position your keyboard close to your body to minimize reaching forward with your arms. Relax your shoulders and arms so that your elbows are next to your sides.
3. Make sure your keyboard height is level with or slightly below the height of your elbows.
 - a. You might need to adjust the height of your chair to allow for this
 - b. Keep your wrists straight (not raised up, down or angled sideways).
 - c. If you use a wrist rest, try to keep your hands slightly above it when typing. Rest your palms, not your wrists, on the wrist rest between keystrokes.
4. Position your mouse at the same height as your keyboard.
5. Position the top of your screen at or below eye level so viewing is at a slightly downward angle. You should not have to move your head up or down when viewing the screen.
 - a. If you wear bifocals or trifocals, you may need to position the monitor even lower. It is always best to check with your eye doctor regarding recommendations for computer use.
 - b. Look at an object 20 feet away, for 20 seconds, every 20 minutes to prevent tired eyes.
6. When seated, your knees should be near hip height.
 - a. There should be approximately 3 to 4 fingers space between the back of your knees and the front edge of your seat.
7. Your feet should be able to rest on the floor or be supported by a footrest. Make sure you have room to fully extend your legs under your work surface.

Additional tips:

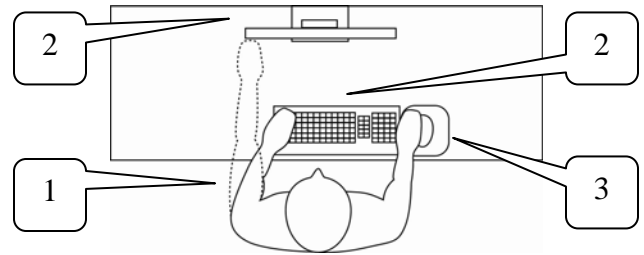
8. Keep frequently used items close to you, about an arm's distance away.
9. If retrieving items from an overhead shelf, use two hands and sit up from chair.
10. Use a document holder when viewing paperwork for an extended period of time. Position the document holder so it's the same distance away from yourself as your monitor. If using an "in-line" document holder, place it directly in front of yourself between your monitor and keyboard tray.
11. Make sure you have adequate lighting - not so much that there is glare, not so little that you are squinting. Avoid glare by placing your monitor perpendicular to windows, or using task lighting. Check your monitor's brightness setting and set it a level that is not too bright.
12. Take frequent "micro-breaks" of 30 to 60 seconds to reverse position or stretch.

Office Ergonomics Tip Sheet

Top View Diagram – keyboard on tray



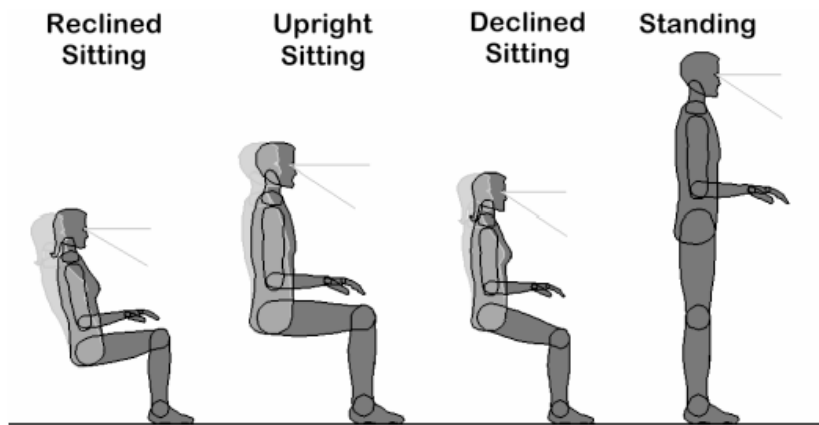
Top View Diagram – keyboard on desktop



Diagramed Tips:

1. Position your monitor at an arm's distance away from your body.
2. Position the middle of your monitor and keyboard at the midline (belly button) of your body.
 - a. If using your keyboard and mouse an equal amount of time, try to center yourself between both the keyboard and the mouse.
3. Position your mouse as close to the keyboard as possible to avoid overreaching.

Recommended Postures:



It is recommended that computer users vary their position throughout the day between two or more of the four positions shown above. The four positions are:

1. **Reclined sitting.** In the reclined sitting posture, the computer user's torso and neck recline between 105° and 120° from the horizontal, and their hips are slightly lower than their knees.
2. **Upright sitting.** In the upright sitting posture, the computer user's torso and neck are approximately vertical, thighs are horizontal or parallel with the floor (hip angle approximately 90°), and their lower legs are vertical (knee angle at approximately 90°).
3. **Declined sitting.** In the declined sitting posture, the computer user's torso is vertical but their knees are below their hips (hip angle is $> 90^\circ$).
4. **Standing.** In the standing posture, the computer user's legs, torso, neck, and head are approximately in line and vertical. For resting purposes, when standing, the computer user should consider placing one of their feet on a low step, footrest or box.

In all positions, the computer user's elbow angle should be kept within a range of 70 to 135 degrees with the wrists approximately level with the elbows.