

Tips to a SAFE & HEALTHY WORKSTATION

KEEP YOUR SPINE PROPERLY ALIGNED!

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Taking Breaks:

- Check your posture every 15 to 30 minutes making sure your:
 - Head is above your shoulders
 - Shoulders are back, down, & relaxed
 - Low back is arched slightly forward, and
 - Legs are uncrossed or crossed at ankles
- Rest your eyes away from the display screen often; wear your glasses
- Walk around, drink water, take deep breaths, & **stretch**

Display Screen:

- Positioned where eyes are level with top third of screen
- Clean, stable image, with adjustable contrast and brightness
- Able to tilt and swivel and free of reflective glare

Keyboard:

- Should be at a level that creates a 90 degree angle or a little greater at your elbows
- Should be tiltable and separate from the screen
- Space in front sufficient to provide support for hands & arms
- Key symbols must be clear and keys well spaced
- Train yourself to use all ten fingers when typing to avoid looking down frequently

Work Desk / Surface:

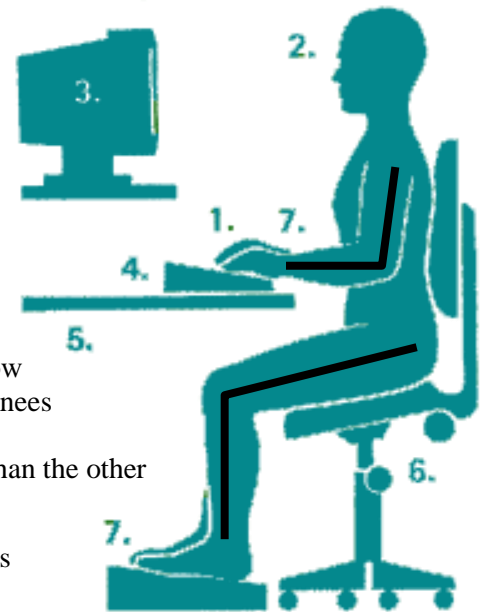
- Sufficiently large to allow flexible arrangement of screen, keyboard, documents and related equipment

Work Chair:

- Stable and must allow freedom of movement such as swiveling to turn your whole body instead of just turning your head, and rollers to move back and forth
- Seat height and back must be adjustable to support the arch in your low back and your mid back; “waterfall” front helps circulation in legs –knees slightly lower than hips
- * Do NOT cross legs at the knees or sit with weight more on one side than the other

Footrests and Wrist Rests:

- Footrests can be used to create an angle a little greater than 90 degrees
- Entire sole of foot should rest comfortably on the footrest or floor
- Wrist rests not used, wrists should be held up, not leaning on the desk



Check out this great tool for planning your workspace www.ergotron.com/tools/workspace-planner



**Dr. Auger will speak in more detail on this subject
at your place of business, church,
or any organization you belong to!
There is no charge for this – it's his way of giving back!**