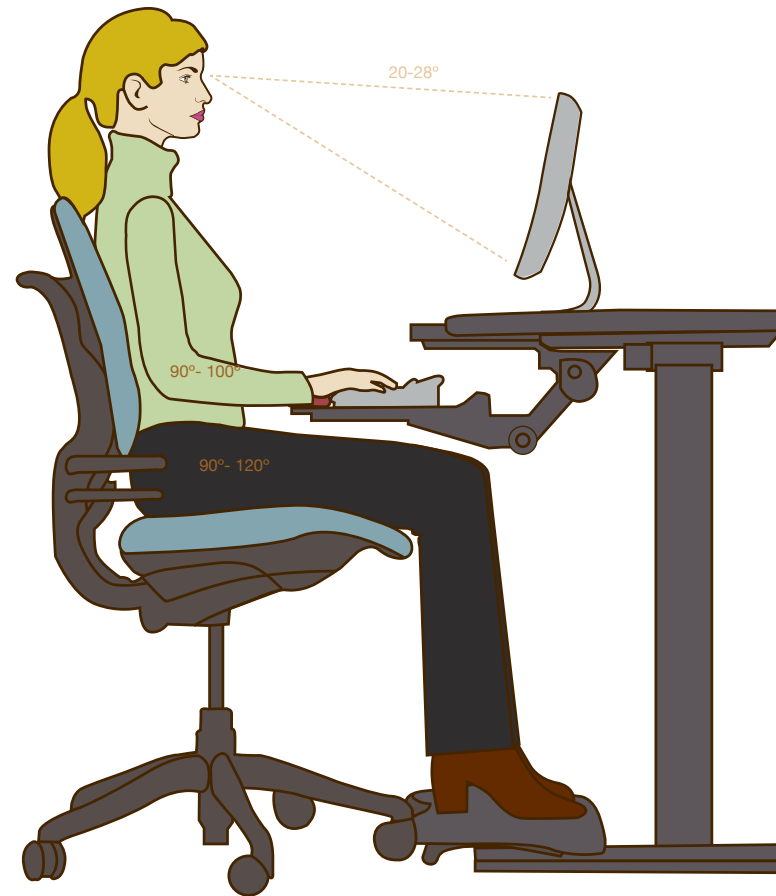


WORKSTATION ERGONOMICS

A properly adjusted workstation will lead to greater efficiency and less fatigue.



TIPS

- + Place the top of your screen at or slightly below eye level and at arms length from your eyes.
- + Align your head and neck with your torso.
- + Relax your shoulders.
- + Keep your elbows supported and close to your body.
- + Give adequate room for your keyboard and mouse.
- + Adjust your chair so that your forearms and thighs are parallel to the floor and that your feet rest comfortably on the floor or a footrest.

Sitting in the same position all day can restrict your circulation and cramp your muscles. Make the following part of your daily routine:

- + Get up from your desk periodically and walk around.
- + Slightly raise or lower the height of your chair on a regular basis.
- + Every hour or so, take a few seconds to: shrug your shoulders, shake your arms, stretch your legs and back, rotate your ankles and wrists, and close your eyes.

For more information visit: <http://www.osha.gov/SLTC/etools/computerworkstations/index.html#>