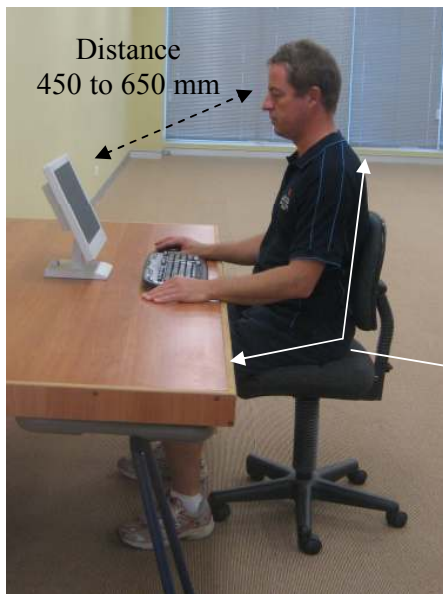


Ergonomic Computer Habits

For comfort and efficiency, observe the following ergonomic guidelines when setting up and using your computer workstation:

- Vary your work activities. Try to organize your works so that you do not have to type for extended periods of time. When you stop typing, try to do things that use both hands.



Open hip
angle (>90°)



- Set the monitor at a comfortable viewing distance (usually 450 to 650 mm from your eyes). Be careful when using a flat screen monitor that you don't place it too far away.
- Use a chair that provides good lower back support. Sit with an open hip angle. To do this, if possible, tilt the seat of the chair forward. This may take a little while to get used to.
- Keep your forearms horizontal with your wrists in a neutral, comfortable position while using the keyboard or mouse.
- Make sure that the monitor screen is at eye level or slightly lower when you are sitting in front of the monitor
- Always leave space to rest your hands while using the keyboard or mouse
- Position your computer so that the monitor and keyboard are directly in front of you as you work.
- Let your upper arms hang naturally at your sides.
- When sitting, make sure that the weight of your legs is on your feet and not on the front of your chair seat. Adjust your chair's height or use a footrest, if necessary to maintain proper posture.
- Ensure that your feet are resting flat on the floor.
- Keep the area under your desk clear of obstructions and cables or power cords that may interfere with comfortable seating or present a potential trip hazard.



Shoulders relaxed, elbow by side



Shoulder elevated, elbow away from side



Alternate mouse position – Left



Alternate mouse position – in front of keyboard