

OFFICE ERGONOMICS TOP TWELVE TIPS

NUMBER ONE

Use a good chair with a dynamic chair back and sit all the way back.

NUMBER TWO

Top of monitor casing should be 2-3" above eye level.

NUMBER THREE

Aim for no glare on screen; use an optical glass anti-glare filter where needed.

NUMBER FOUR

Sit at arms' length from your monitor.

NUMBER FIVE

Feet should be flat on the floor or a stable footrest.

NUMBER SIX

When needed, use a document holder, preferably in-line with the computer screen.

NUMBER SEVEN

Keep wrists flat and straight in relation to forearms when using keyboard or mouse.

NUMBER EIGHT

Arms and elbows should be relaxed and close to the body.

NUMBER NINE

Center your monitor and keyboard in front of you - not angled or to the side.

NUMBER TEN

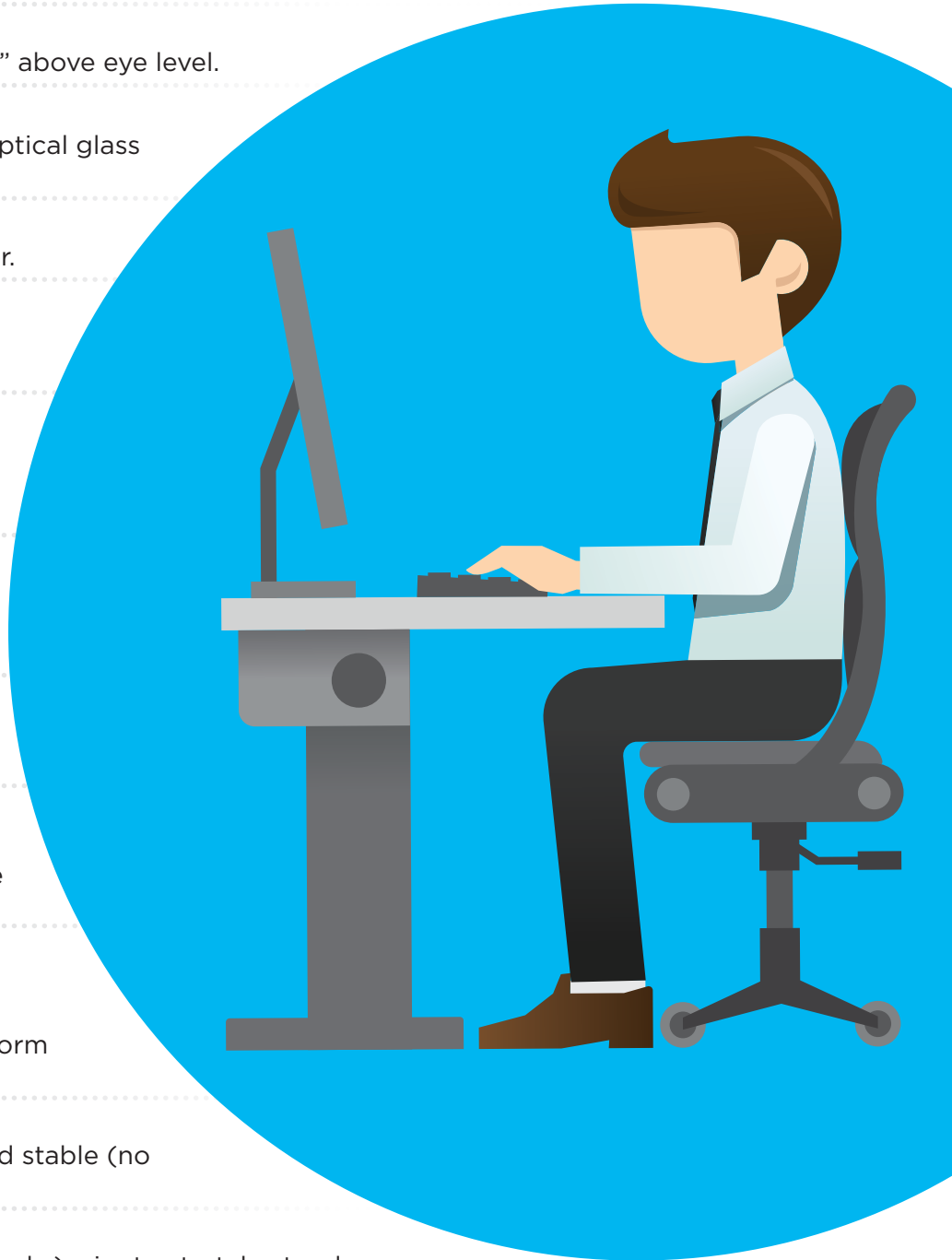
When possible, use a negative tilt keyboard tray with an upper mouse platform or downward tilt-able platform adjacent to the keyboard.

NUMBER ELEVEN

Always use a stable work surface and stable (no bounce) keyboard tray.

NUMBER TWELVE

Take frequent short breaks (microbreaks); aim to stretch, stand up or just take a break for at least one minute every 20-30 minutes as a minimum.



Source: <http://ergo.human.cornell.edu/DEA6510/dea6512k/ergo12tips.html>



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