

## FOR A MORE COMFORTABLE, PRODUCTIVE EXPERIENCE, MAKE YOUR WORKSTATION WORK FOR YOU.

### SELF-HELP QUESTIONS

- How do you adjust your chair for good posture and comfort?
- How do you position your screen to reduce glare?
- How do you adjust the brightness and contrast to improve the clarity of the characters on your screen?
- Do you remember to take your breaks, stretch and change your position during the day?
- Do you routinely clear your workstation of clutter?
- What workstation exercises do you perform regularly?

Read on to learn how to make yourself more comfortable at work.

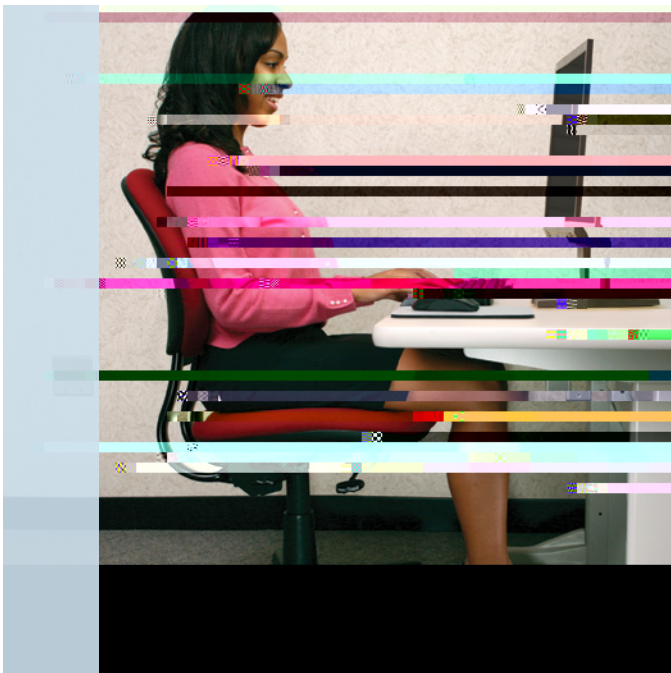
The way you manage and arrange your workstation affects your productivity, comfort and health. This document is designed to help you use some basic guidelines and techniques to keep working safely and comfortably.

Adjusting your workstation and working in neutral postures are the first steps.

Take rest breaks and move around periodically.

To prevent issues from sitting in static postures for prolonged periods, frequently taking rest breaks and alternating tasks can make a significant difference in the way you feel. A short rest break or “micro-break” can be simply standing up, then sitting back down. Even this short micro-break is sufficient to promote circulation through the spine and to the extremities, keeping those areas healthy.

Remind yourself to move frequently by using simple reminders in the workplace, such as standing up every time you hear a phone ring.



Here's the ideal way to sit for comfortable posture.

## HOW TO MAKE YOUR WORKSTATION WORK FOR YOU

Do you sometimes or often experience discomfort when working for hours at your computer? If so, this paper can help you troubleshoot, identify and correct the problem(s).

Your workstation.

A well-arranged workstation can enhance your productivity and comfort. It can facilitate keeping the joints of your body in neutral postures, helping to eliminate discomfort.

The first step is learning how your equipment works so you can take full advantage of its adjustable features and keep your posture in check.

You should be able to easily reach frequently used items whether you're sitting or standing. Your reach for routine tasks should not be over-extended. Unwieldy items, such as heavy manuals, or continually used service aids, such as a telephone, should be kept close.

Your chair.

Taking advantage of all the features of your chair will likely have the greatest impact on your comfort.

Adjust your chair to meet the following criteria:

- Your feet should be flat on the floor or angled slightly if using a footrest.
- The seat pan should support the upper legs and back without contacting the back of the knee.
- Your shoulders should rest on the seatback to provide proper support and to avoid craning the neck, continuously leaning forward, and/or using the forearms to support your entire upper body weight. Leaning back in the chair prevents upper and lower back discomfort, including burning in the neck between the shoulder blades.
- Raise or lower the chair so your forearms are at the same height as the keyboard. If raising the chair causes your legs to dangle, use a foot rest to add leg support.
- Adjust the chair's recline to between 100-110 degrees from horizontal. Excessive recline creates awkward back postures, potentially leading to discomfort, pain and injury.
- Reduce the amount of "play" in the seat back's recline feature to prevent tipping the chair.

Your mouse and/or other input devices.

Your keyboard, mouse or other input device should be placed within easy reach. The following tips can help in placing keyboard, mice, and other input devices.

- Ideally, your keyboard should be at elbow height. Your wrists should be at with your knuckles at the same height as your elbows. If the “legs” located at the back of the keyboard are up, they should be retracted to help keep your wrists at.
- Your upper arms should be nearly vertical at your sides, with shoulders relaxed.
- Your forearms should be nearly horizontal with elbows at 90 degrees or slightly angled down to 120 degrees below horizontal. Keeping the wrist at is the key.
- Avoid resting your wrists or forearms on the desk or table edge as this could stress the shoulders, cause nerve impingement, or restrict blood supply. The ideal keyboard location is at the front edge of the workstation within easy reach.
- Avoid using a mouse wrist rest as it creates contact with the soft underside of the wrist, creating contact stress that could lead to nerve impingement or a reduction in the blood supply to the wrist, hands and fingers.
- A variety of input devices are available if a conventional mouse creates discomfort. Regardless of the device chosen, your wrists should be at and the soft underside of your wrists should not contact hard or elevated surfaces.

Your monitor(s).

The monitor plays a significant role in the mid-back, upper back, shoulder and neck regions. Ideally, the neck is neutral by looking downward 5-30 degrees, similar to the neck posture when you walk.

- The monitor top should be at or slightly below eye height to allow downward viewing from 5-30 degrees below horizontal. Bifocal wearers should avoid tipping the head back to see; computer glasses can eliminate this issue. Keeping the neck in neutral postures will reduce fatigue in the neck.

- neck

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