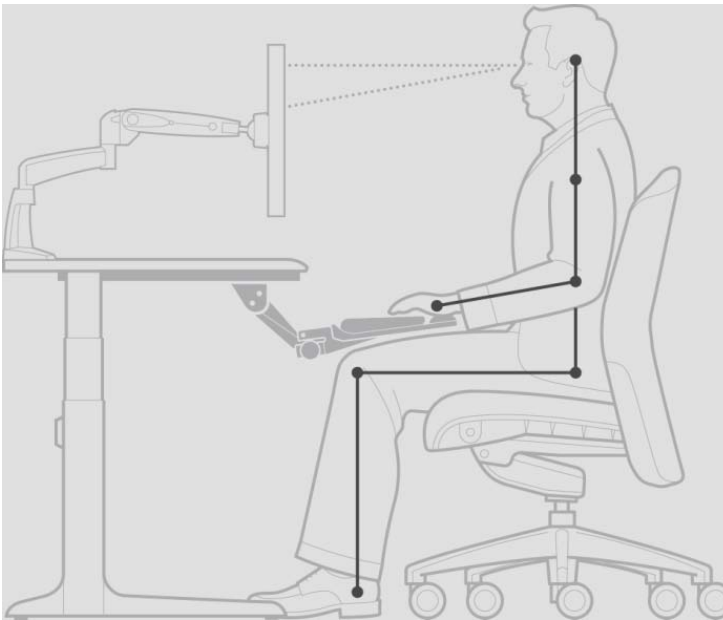


GUIDELINES FOR A MORE COMFORTABLE AND HEALTHY WORKSTATION



- **CHAIR**

Adjust seat height so that upper part of legs are parallel to floor while your feet are on the floor or a footrest

Adjust seat depth to maintain two inches of space between back of knees and front of seat.

Be sure the small of your back is supported by adjusting the height of your seat back.

Adjust recline tension, try to keep yourself supported while you are relaxing and are still able to work. Avoid locking the recline feature.
- *TAKE 30-60 SECOND BREAKS EVERY HOUR, STRETCH*
- **MONITOR**

Position monitor at arm's length so that the top of the text is at or slightly below eye level. Try to keep the screen perpendicular to your line of sight.
- **KEYBOARD**

Support the keyboard with an articulating arm and tray. Adjust to about two inches above your thighs with the keyboard tilted slightly away from your body. Use a support to rest your palms instead of your wrists.
- **MOUSE**

Keep your mouse close to the keyboard to avoid excessive reaching. Use the heel of your palm on the surface and your entire arm for mousing. Try an ergonomic mouse to avoid twisting your forearm.
- **ALIGNMENT**

Position yourself in the middle of the spacebar and monitor. Use an in-line document holder between yourself and the monitor. Keep any other tools within easy reach.