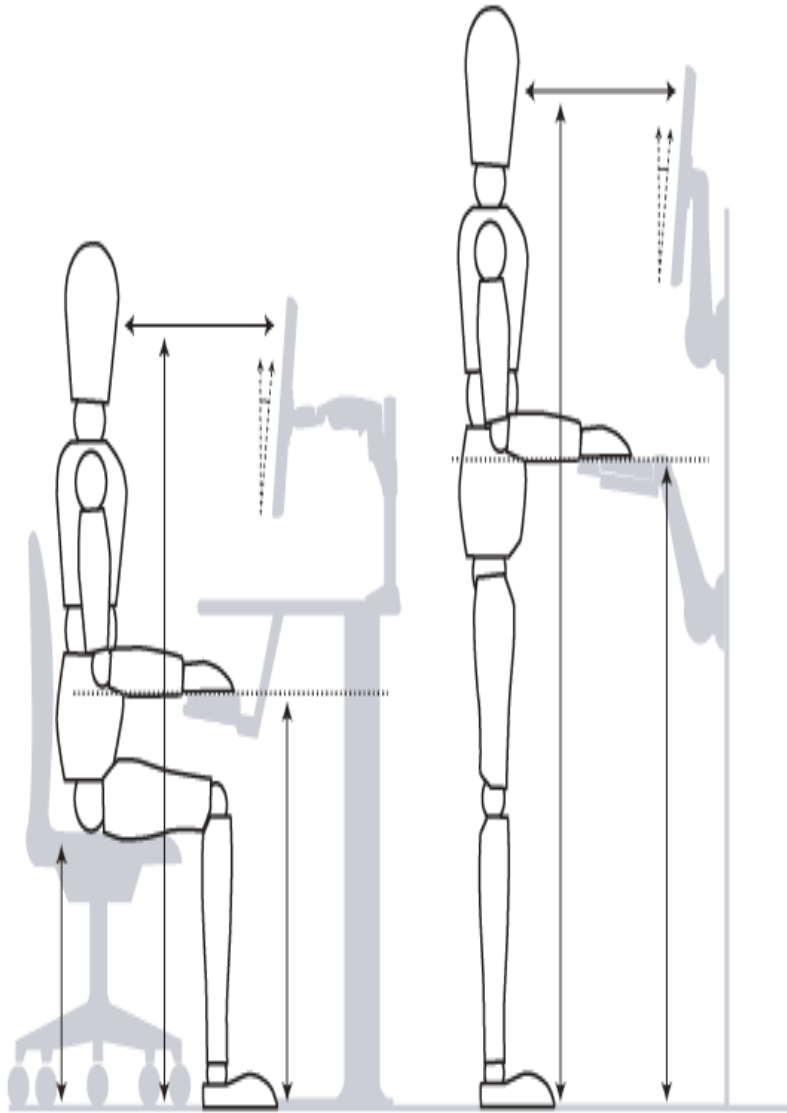


Office Ergonomics



Sit with head and neck in upright position, even while on the telephone
Take two or three 30- to 60-second breaks each hour to allow your body to recover from periods of repetitive stress

Select a chair that allows clearance behind knees when seated against the backrest

Place the monitor directly in front of you while at the keyboard

Maintain a proper posture having a 90 degree or greater angle at the hips and knees while the feet are supported by the floor or footrest

Adjust the keyboard or chair height to keep forearms, wrists and hands in a straight line while using the keyboard

Keep shoulders relaxed and elbows close to the body

Adjust the height of the chair to achieve a proper posture

Use the backrest of the chair to provide full support

Particularly for the lower back

Use a document holder to place source documents as close to the computer screen as possible and at the same height and distance

Position the top of monitor screen at or below eye level and about an arm's length away