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
- Keep shoulders relaxed and elbows close to the body
- Adjust the height of the chair to achieve a proper posture
- 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
- Use the backrest of the chair to provide full support
- Particularly for the lower back
- 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
- Use a document holder to place source documents as close to the computer screen as possible and at the same height and distance
- Adjust the keyboard or chair height to keep forearms, wrists and hands in a straight line while using the keyboard
- Position the top of monitor screen at or below eye level and about an arm’s length away
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