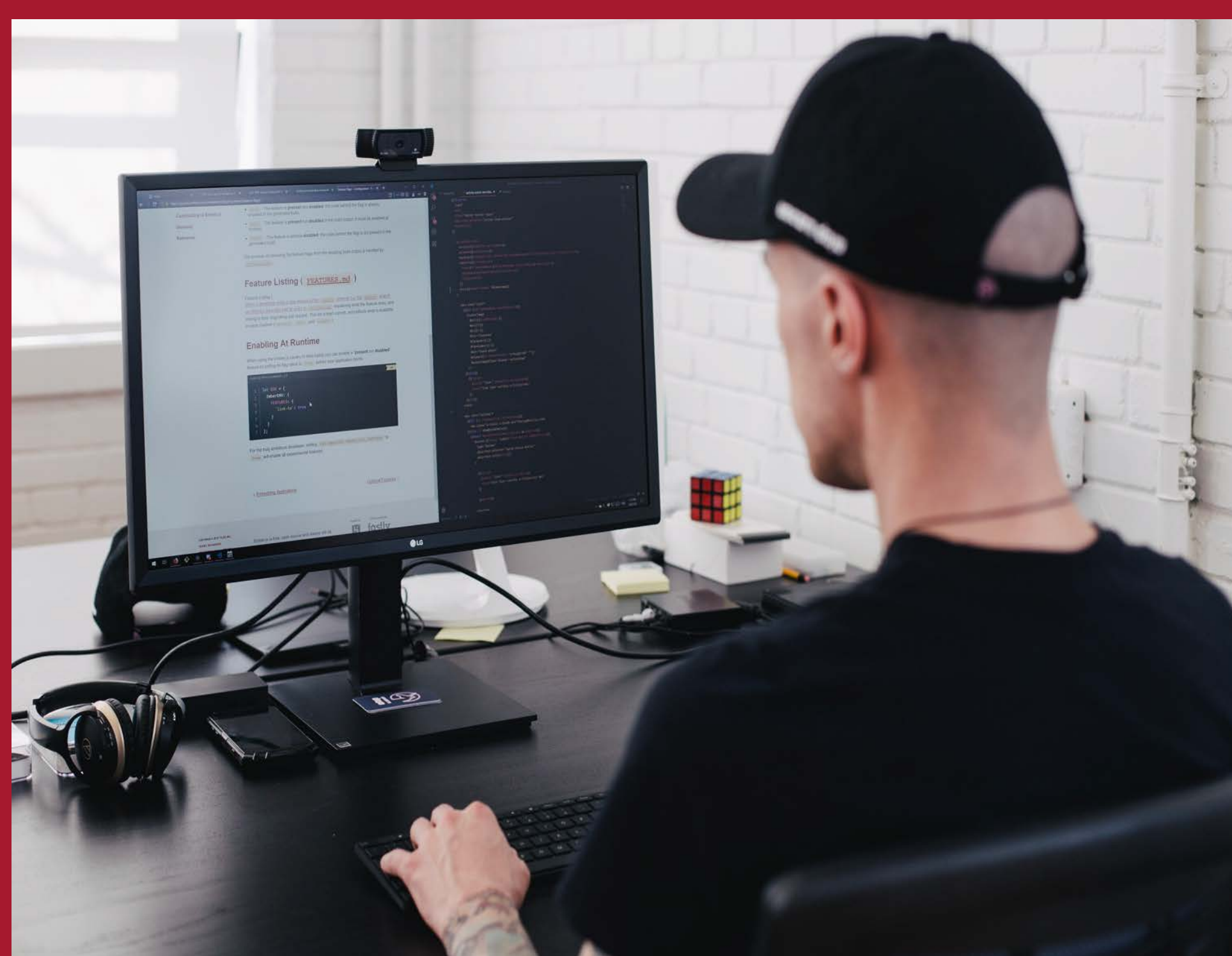


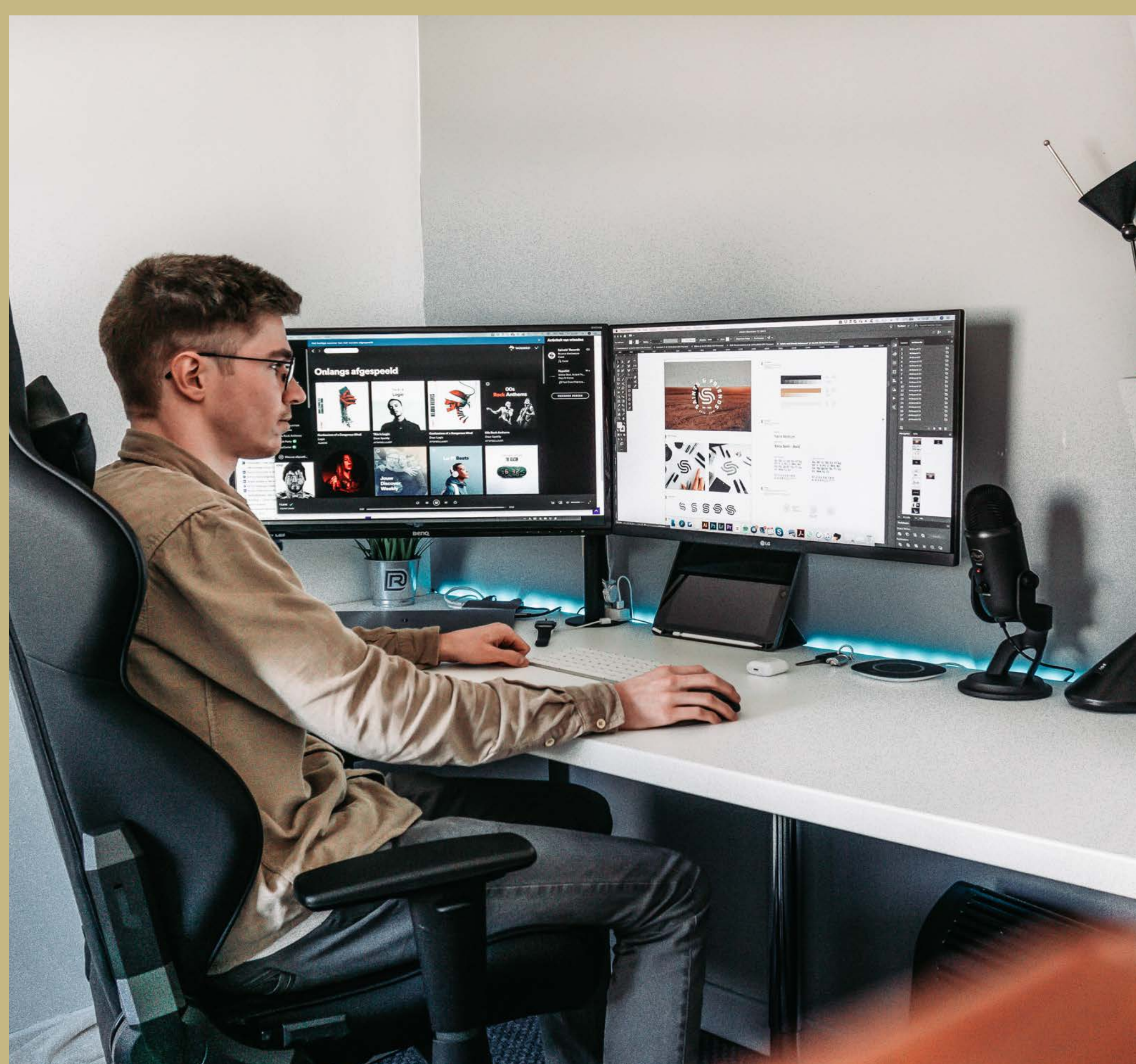
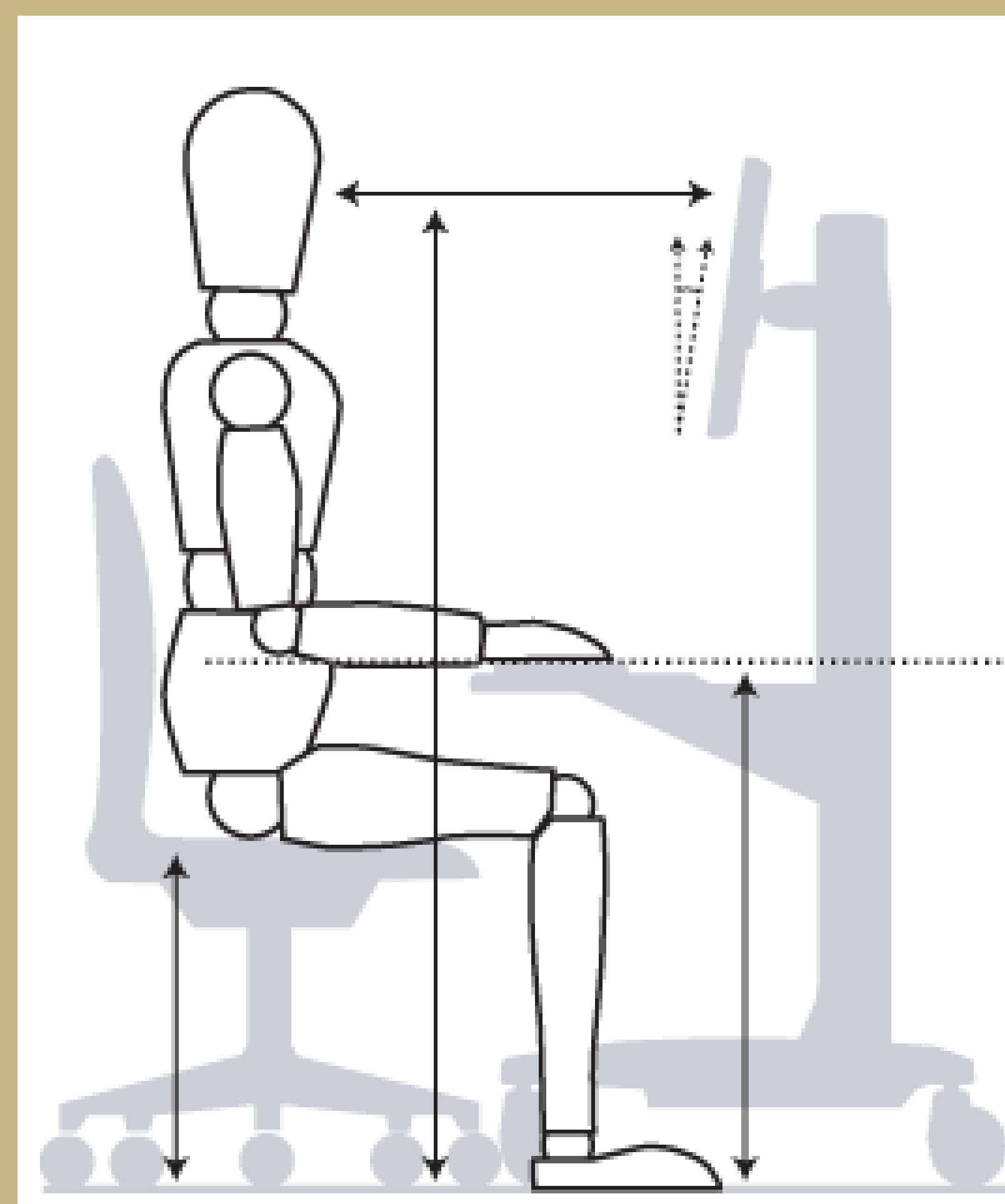
Computer Workstation Ergonomics

1 Position monitor so that the top 1/3 of the screen is at eye level and the monitor is 18-24 inches away from you.

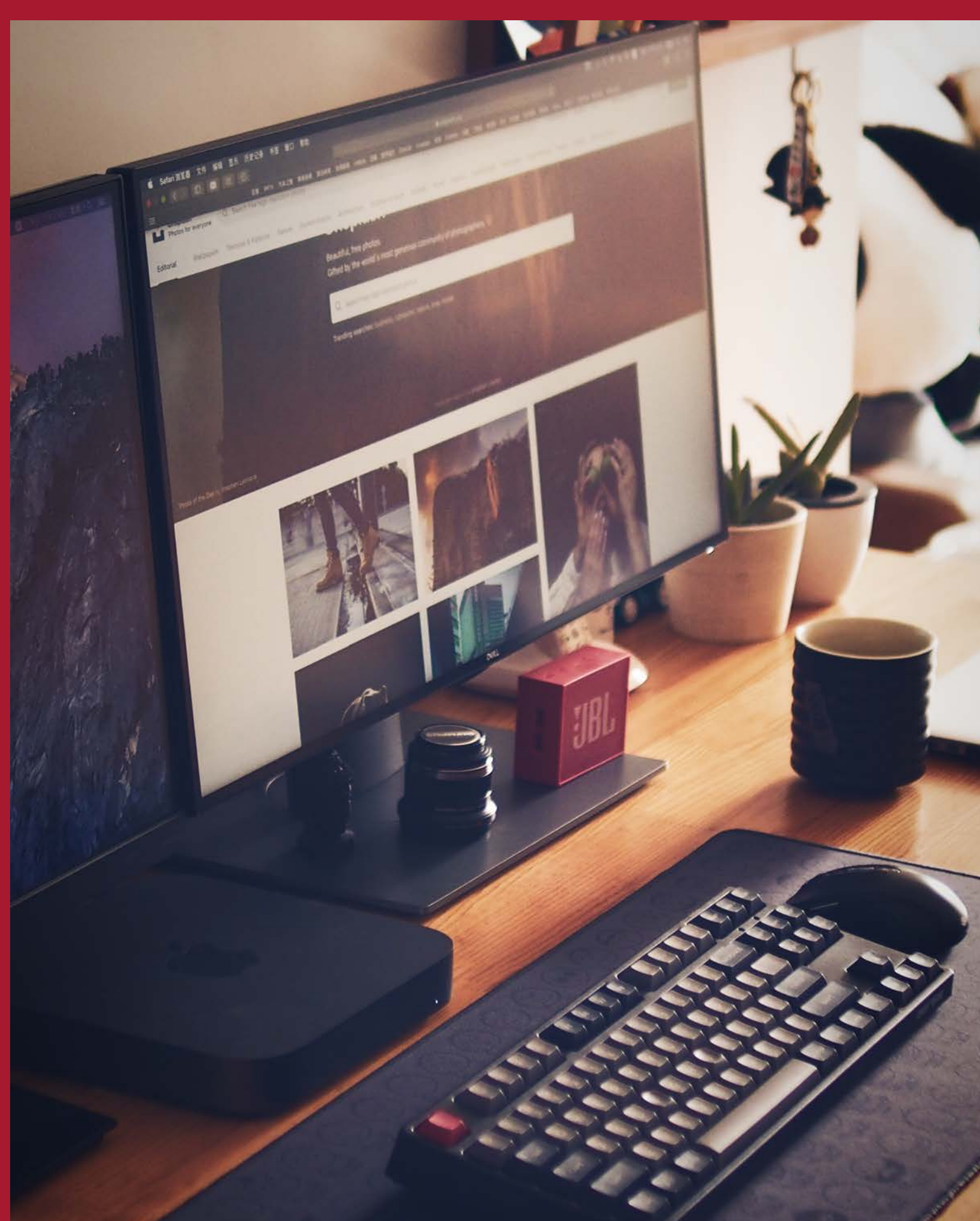


2 If using a laptop, a separate keyboard and mouse are recommended so that the laptop screen can be adjusted to eye level.

3 Elbows and knees should be at a 90 degree angle or slightly greater with arms resting underneath shoulders and legs planted firmly on the ground. Use a footrest if needed.



4 Sit all the way back in your seat to support your back and legs.



5 The keyboard and mouse should be next to each other on the same level surface and close to the body. Frequently used items should also be kept close to the body to minimize reaching and twisting.

6 Take micro breaks every 30 minutes and rotate tasks.

