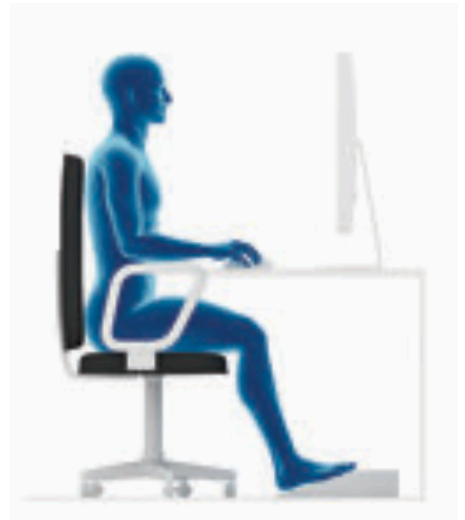


# Ergonomics Workstation Card

## The Chair

- Adjust the backrest of your chair for better lumbar support. If your chair's lumbar support is not adjustable, you can use a rolled-up towel or a back support cushion
- The back of your chair should be adjusted slightly backward to 95-125 degrees in order to reduce strain on your spine and ligaments. Adjust your armrest so they are out of the way while at your computer allowing for a neutral arm position.
- Adjust your chair height so that your feet will rest flat on the floor and your hips are slightly above the knees (about 2 inches). Make sure that you adjust your monitor and keyboard accordingly so you can sit down at this level.
- If you are unable to move your monitor or keyboard low enough, purchase an elevated footrest to reduce strain on your neck and back muscles when you are seated higher.



## The Monitor

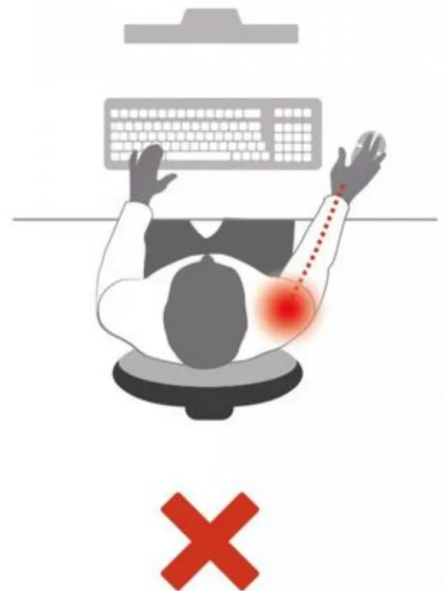
- Position your monitor so that the top inch of the visible monitor screen is level with your eyes. If you lean back while working, adjust the monitor lower to accommodate your more typical seated position.
- Position the monitor so that the screen is 90 degrees to your line of vision. If you find yourself squinting your eyes or leaning forward in your chair to see the screen, move the monitor closer to you.
- Proper monitor positioning is essential to avoid eye strain. When seated comfortably, the distance to the monitor should be such that you can see the screen clearly without needing to squint or lean forward.
- If you lean forward in your seat, you may experience back or neck pain from this posture. Center your monitor at arm's length and then move the monitor as often as necessary to maintain a comfortable viewing distance.
- Keep your monitor and keyboard centered in front of you, not off to an angle. Your nose and belly button should be in a straight line to the center of the space bar and your screen.



# Ergonomics Workstation Card

## The Keyboard and Mouse

- Your wrists should be flat and straight in relation to your forearms when using your keyboard and mouse. If your wrist is deviating left or right and your middle finger is not in line with the bones of your forearm as you type, you may need a different keyboard. You should have a soft palm-rest to level out the angle of your wrists during typing.
- Your arms and elbows should hang relaxed and close to your body. Your elbows should be bent at about a 90-degree angle. Your mouse should be kept close to your keyboard. If it is on the right side, you might have an excessive external rotation at the elbow and/or shoulder. To reduce this stress on the elbow and shoulder, consider moving your mouse to the left side of the keyboard and using your left hand or find a way to move the mouse closer to the space bar on the right.
- Use a negative (downward) tilt keyboard tray and an adjustable mouse platform to reduce wrist angles and stresses. Lower the feet at the back of your keyboard to remove upward tilting.



**\*\*NOTE:** If you have any recent health problems, injury, surgery, or if any of these actions cause you any pain, consult a health professional before starting this program.