



# ERGONOMIC TIPS

## PROPER OFFICE WORKSPACE SET UP

- Position the top of your computer screen at eye level or slightly below
- Keep feet flat on the floor or on a footrest
- Use a chair with adequate back support, or use a back support pillow
- Position the computer screen so it's free of glare
- Position the keyboard so arms are parallel to the floor
- For laptops, position screen at eye level and use an external keyboard
- For smartphone calls, use speakers or a headset whenever possible
- Whenever possible, use an adjustable work chair and ensure it's adjusted properly
- In your work area, keep frequently used items closest to you, in order to avoid overreaching

## A NOTE ABOUT FALLS

Many falls in an office occur because of distractions like texting while walking or stumbling over trip hazards on the floor.

While navigating the office, be aware of wet floors, clutter, and use handrails when walking up and down stairs.

## TO AVOID SLIPS, TRIPS & FALLS:



Use handrails



Cleanup spills



Walk mindfully

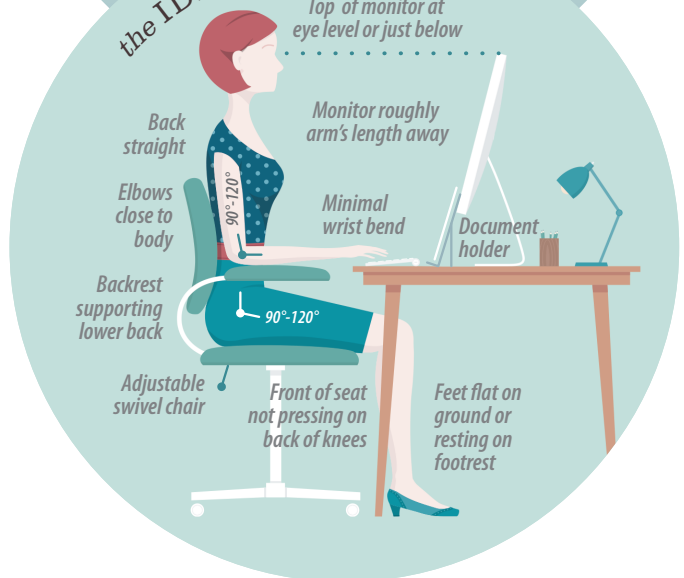
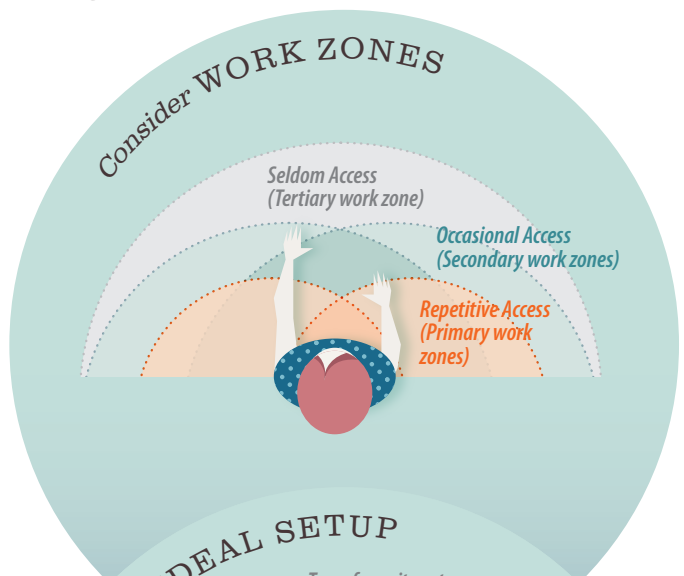


Don't text while walking

## ERGONOMIC BASICS

**Work zones** are the areas where day to day work is kept. Look around the work area and keep commonly used items like the keyboard, mouse, and phone positioned in the primary work zone. Position less commonly used items further away.

**The ideal set-up** allows a worker to sit in a natural (neutral), comfortable position and to avoid bending, straining, or long periods of time in awkward positions. Set an alarm as a reminder to stand up, stretch, and move as often as possible. The best position is your NEXT position. Don't forget to move.



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