Office Ergonomics:

- x Move your monitor so that the distance between your eyes and t[...] is about an arm's length.
- x Make sure that you are all in alignment with your monitor and you[...] keyboard.
- x Use an in-line document holder to avoid turning your head when v[...] documents (available for loan from OHS Office).

Phone

- x Avoid cradling the phone between your head and shoulder.
- x Consider wearing a headset if you use the phone frequently.
- x Place your phone on the side of your non-dominant hand, to leave [...] dominant hand free for writing.
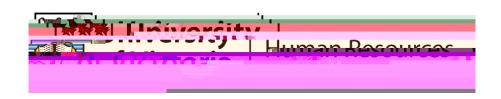
BACK AND LEGS

Chair

- x The area underneath your desk should remain uncluttered to allow room for your legs to move and stretch.
- x Don't be afraid to try out the adjustments on your chair (height, tilt, armrests)
- x Adjust your backrest tilt and height to help support your back's natural curve.
- x Your chair height should allow your feet to sit flat on the floor, or fully supported e f0ted e f0te ort and h x t!ð   À !PÒ4I4¦NDC JJDD.fõ2NJ¦ S3c?_S4À B•€Ù   ð`! seat and the backs of your knees.

ARMS, WRISTS AND HANDS

Keyboard and Keyboard Tray

- x

Mouse
- x Keep your mouse or pointing device close to your keyboard to avoid a long reach.
- x Move your hand, wrist and forearm as a unit.
- x Use short cuts, keystrokes and custom settings to reduce your workload.

Chair
- x Adjust your armrests so that your shoulders hang down in a neutral (relaxed) position.

EYES (LIGHTING AND GLARE)

Monitor:
- x Position the monitor at right angles to the windows, and with the screen vertical to reduce glare.
- x Position the monitor away from direct overhead light.
- x Use blinds and shades to control outside light.
- x Adjust the brightness and contrast controls on your monitor so it is comfortable for you.
- x Provide supplemental task/desk lighting to adequately illuminate writing and reading tasks while limiting brightness around monitors.

WORKSTATION DESIGN
- x Your desktop should be arranged so that frequently used items (calculator, stapler, etc) are within cbse reach.
- x Make sure you have enough space to do both computer work and paperwork.
- x