

Place the monitor directly in front of you while at the keyboard

Position the top of monitor screen at or below eye level and about an arm's length away

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

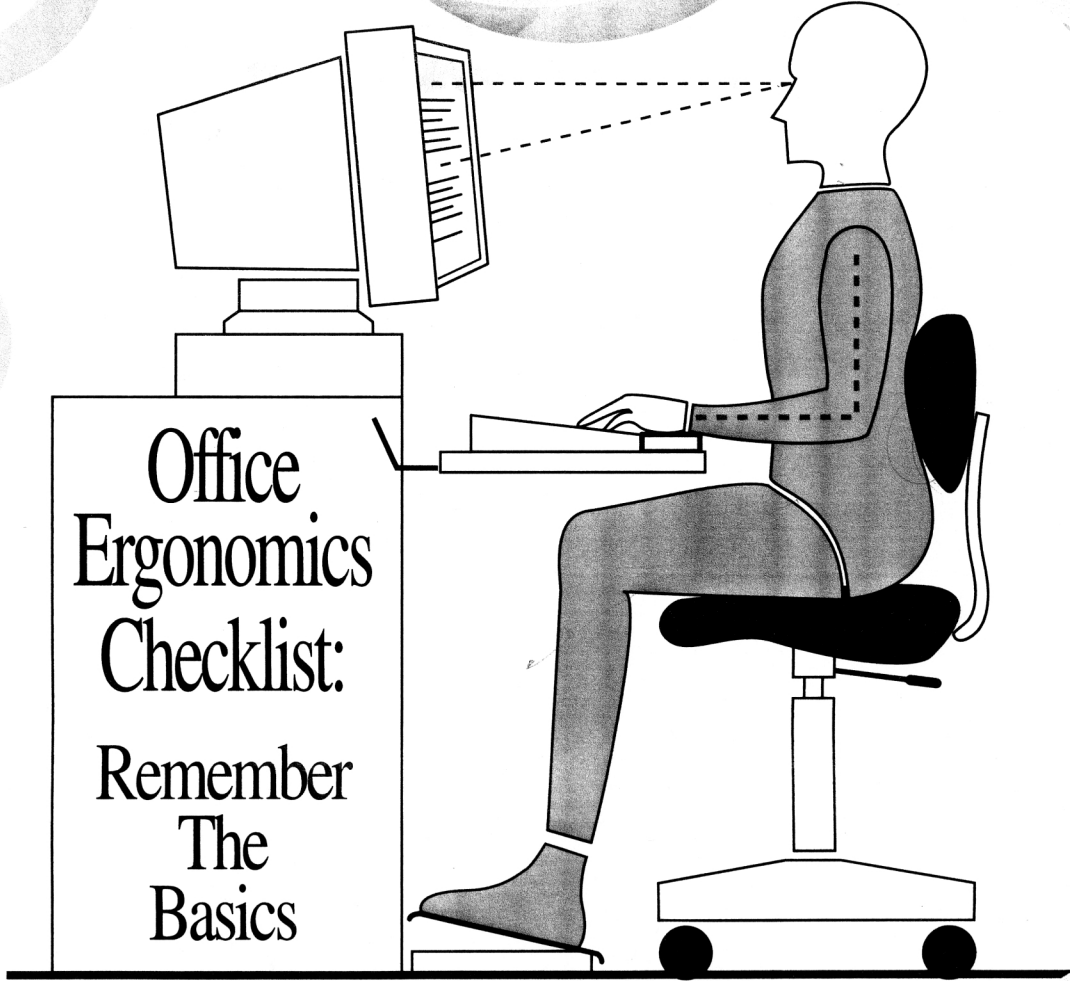
Sit with head and neck in upright position, even while on the telephone

Keep shoulders relaxed and elbows close to the body

Tilt or swivel the monitor screen to eliminate reflections on the screen or add an anti-glare filter

Reduce glare on work surfaces by decreasing overhead lighting and using window shades effectively

Add a task light to illuminate documents properly



Office
Ergonomics
Checklist:
Remember
The
Basics

Select a chair that allows clearance behind knees when seated against the backrest

Use the backrest of the chair to provide full support particularly for the lower back

Adjust the height of the chair to achieve a proper posture

Adjust the keyboard or chair height to keep forearms, wrists and hands in a straight line while using the keyboard

Use a document holder to place source documents as close to the computer screen as possible and at the same height and distance

Place mouse and other input devices in optimal mousing area

Allow ample clearance to move knees and legs under the keyboard support

Block noise with fabric partitions or use earplugs, music or a small fan to mask noise