

Ergonomic Checklist

The way you sit at and arrange your desk can actually protect you from stress injuries. In fact, increasing your comfort can also increase your productivity. Follow these guidelines for a healthy, productive and comfortable workspace.

General Tips

The key to attaining and maintaining a neutral posture at your desk is to use a keyboard tray to put yourself in the optimal, ergonomic seating position. A keyboard tray positions your keyboard and mouse lower and closer to you, allowing you to keep your forearms approximately parallel to the floor with your elbows at a 90°-110° angle. Your keyboard should be positioned so that it is flat or tilted away (negative slope).

It is also important to place your frequently used desk accessories within an arm's reach on your desk in order to help you avoid over-reaching to get to the key items on your desk.

From Head to Toe - Here You Go

EYES

1. Sit approximately 20" to 35" from your monitor.
2. Position the top of the monitor screen at, or slightly below eye level.
3. Use a document holder placed within an optimal viewing range (in-line with your monitor and keyboard tray) to properly position the document upright.
4. Use a glare filter to reduce glare, brightness and reflection.
5. Add a task light to illuminate documents and avoid shadows.

WRISTS

1. Keep wrist straight in a neutral position.
2. Keep the bottom of the elbow even with the keyboard height, not below.
3. Keep forearms approximately parallel to the floor.
4. Use minimum force while striking keys.

SHOULDERS

1. Keep your shoulders relaxed and in a neutral position as you type.
2. Avoid cradling the phone between your shoulder and ear.
3. Keep elbows close to your sides as you use the keyboard and mouse.
4. Do not overextend your arm to reach the mouse. Keep the mouse as close to the keyboard as possible.
5. Take a moment every so often to roll your shoulders up and back to alleviate tension.

BACKS AND LEGS

1. Adjust your chair so your thighs are parallel to the floor.

2. Sit back in the seat so that your lower back is supported firmly by the chair, a backrest, or a lower lumbar support.
3. Place feet on a footrest to relieve "pull" on the lower back.
4. Make sure to get up and stretch every hour.

Tips for Improving Your Working Environment

1. **TEMPERATURE EXTREMES** - Use a temperature control footrest or backrest to help control the temperature in your work space.
2. **INDOOR AIR QUALITY** - Use an air purifier to remove the allergens and pollutants in your work space.
3. **WORKSPACE CLEANLINESS** - Avoid eating at your desk. Desktop surfaces can become breeding grounds for germs. Occasionally wipe down your desktop with sanitizing wipes and use canned air to remove debris from computer keyboards. Also using office accessories with Microban helps with antimicrobial protection.