

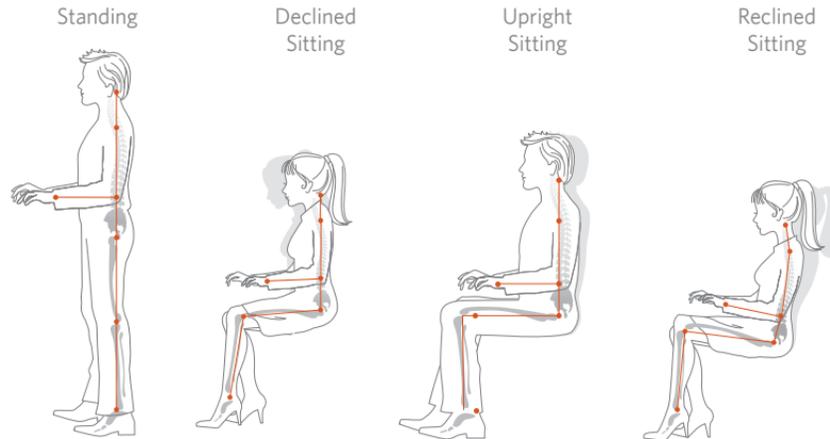
ERGONOMICS AT WORK

Research indicates that changing position periodically or standing for regular intervals throughout the day can reduce fatigue and improve alertness and productivity. Follow these simple guidelines to help prevent problems from occurring while sitting or standing at your workstation.

ACCEPTABLE WORKING POSTURES

Regardless of how good your working posture is, working in the same posture or sitting still for prolonged periods is not healthy. You should change your working position frequently throughout the day in the following ways:

- Make small adjustments to your chair or backrest.
- Stretch your fingers, hands, arms, and torso.
- Alternate between seated and standing positions while you work.



The four working postures above are examples of body posture changes that all provide neutral positioning for the body.

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PROPER POSITIONING

Slouching, slumping or bending forward at the waist can lead to discomfort, fatigue and backache.

- A** The height of your work surface should allow you to work without reaching or bending. Arrange commonly used items such as staplers and phones so that they are within easy reach.
- B** Forearms should be parallel to the floor and at an approximate 90 degree angle from your upper arms.
- C** Wrists, neck and head should be in a relaxed neutral position - not angled up or down.
- D** The distance between your eyes and the monitor should be at least 15.7" or more - typically arms' length.
- E** The top one-third of your computer screen should be positioned at or below eye level.
To insure that neutral neck and head posture are maintained, individuals who wear
- F** corrective lenses, particularly multi-focal lenses, may need to adjust the height of their monitor to a lower position and tilt the monitor at 30°-40° angle.

SEATED POSITION

The following guidelines should also be considered when working in a seated position.

- G** Adjust the height of your seat so that your feet are resting firmly on the floor. Use a foot rest if you feel that your feet are not properly supported.
- H** The depth of your seat should allow the back of your knees to extend beyond the edge of your seat. Thighs should be approximately parallel to the floor.

