

# 5 Steps to a healthier workspace

Ergonomics is the ultimate productivity factor in a healthy working environment.

## Standing Workstation

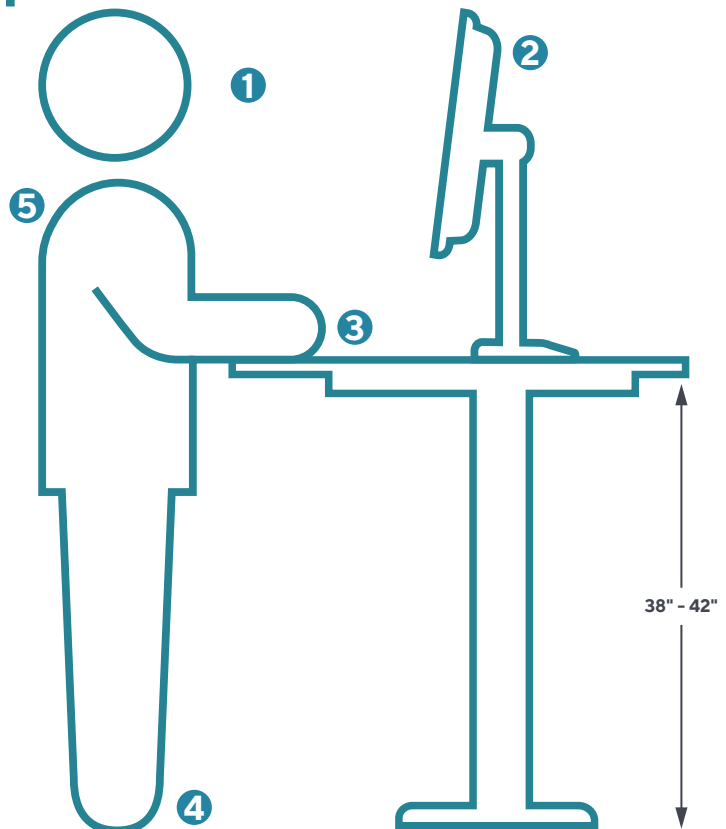
**1.**  
Position top of monitor level with horizontal eye level to promote neutral neck posture. Center monitor and keyboard in front of you.

**2.**  
Position monitor approximately arm's length away, and tilt back slightly.

**3.**  
Position keyboard and mouse at elbow height, on the same surface, and angle the keyboard to promote straight wrist postures.

**4.**  
Wear flat supportive footwear and limit standing to 20-30 minutes at a time.

**5.**  
Maintain relaxed shoulders, with elbows positioned below shoulder joint. Avoid forward and sideways reaching.



✓ Use a document holder, preferably in-line with the computer screen.

✓ Use a telephone headset for frequent long calls.

✓ Always use an external keyboard and mouse for prolonged laptop use.

✓ Use a footrest to periodically raise one foot and change posture.

**Remember: change postures frequently, take short breaks, and stretch.**