

# 5 Steps to a healthier workspace

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

## Sitting 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.** Use an ergonomic chair with height adjustability, lumbar support, and tilt features, and that is a good fit to your stature.
- 3.** Position keyboard and mouse level with seated elbow height and adjust your keyboard angle to promote straight wrist postures. Always use an external keyboard and mouse for prolonged computer use.
- 4.** Sit at arm's-length from monitor and keep arms and elbows relaxed and close to body.
- 5.** Rest feet on the floor or on a footrest to maintain 90-100 degree angles at the hip and knees. Thighs should be parallel with the floor.



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

✓ If the desk surface is too high, use a height adjustable keyboard and mouse tray positioned at elbow height and angled flat or slightly negative to promote straight wrists.

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

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