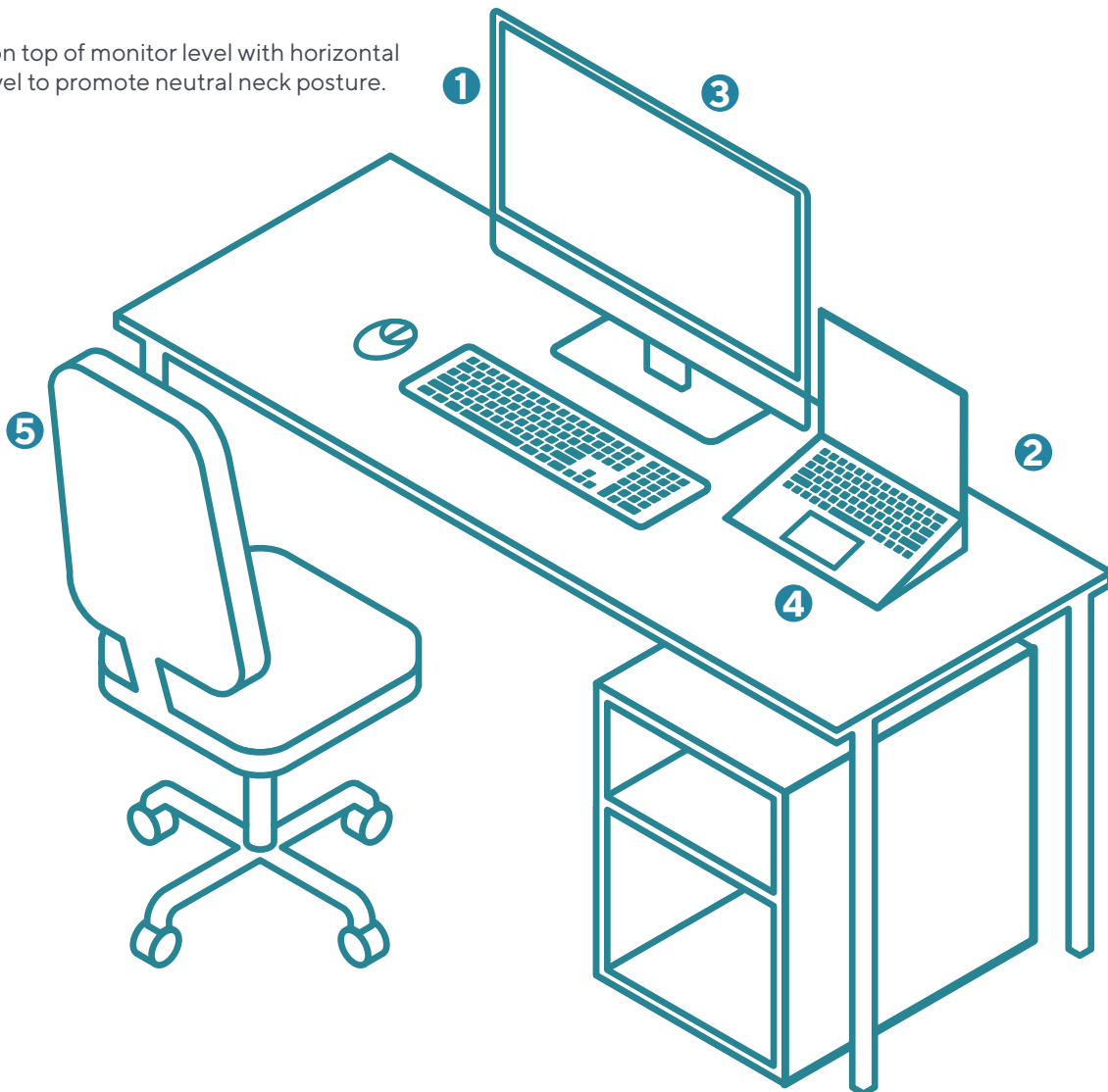


Dual Monitor Workstation

- 1.** Monitor positioned as the main screen, centered in front of seated position.
- 2.** Laptop positioned as a secondary screen, set beside monitor on the dominant eye side.
- 3.** Position top of monitor level with horizontal eye level to promote neutral neck posture.
- 4.** Laptop positioned on a riser. Center the middle of the laptop screen with the middle of the main screen to minimize eye strain.
- 5.** Position monitor approximately an arm's length away, directly in front of body.



adjusting an ergonomic chair

1. Seat Height:

To optimize your seated position and chair fit, adjust the seat so the feet are flat on the ground with a 90-110 angle at the knees and hips. The keyboard should be positioned level with your seated elbow height. If the keyboard is too high, raise the chair, but place a footrest under the feet to keep the thighs parallel with the floor.

2. Seat Depth:

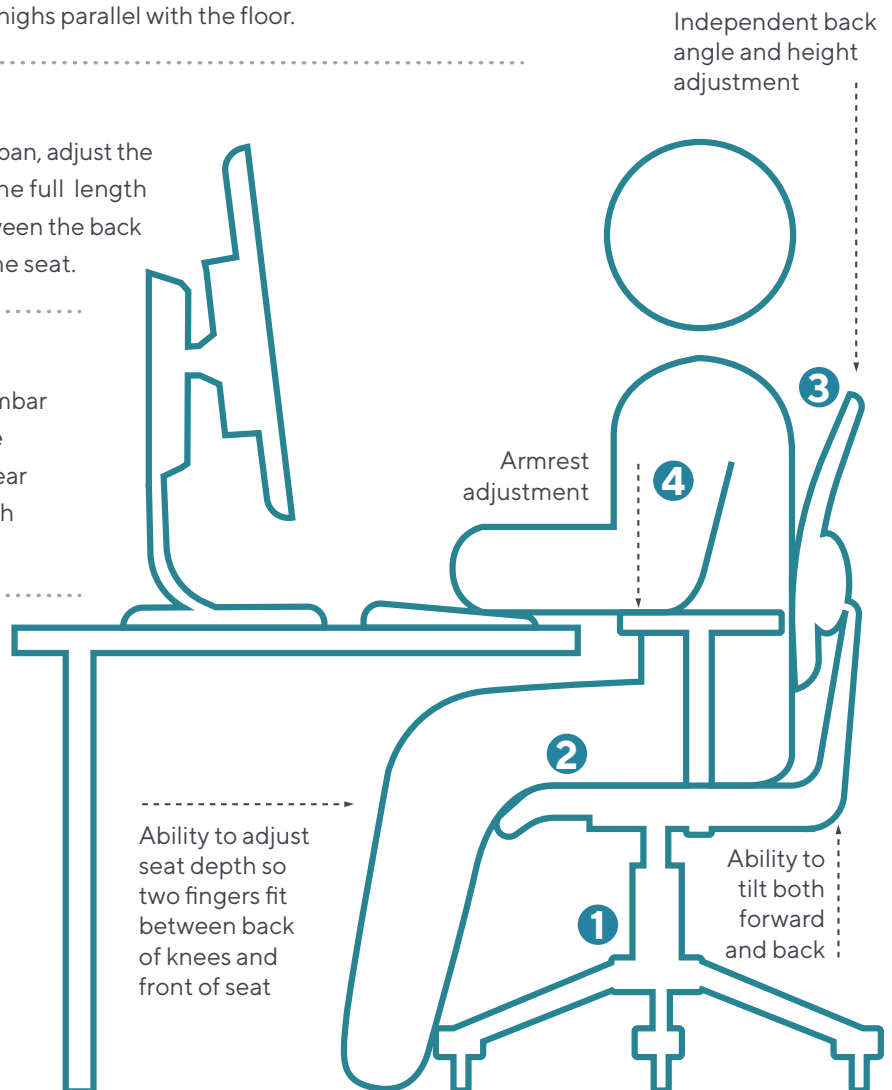
If the chair has a depth adjustable seat pan, adjust the depth so that the seat pan supports the full length of the thighs, leaving ~2" of space between the back of your knees and the front edge of the seat.

3. Lumbar:

Adjust the height of the backrest or lumbar support so the lumbar support fits the deepest part of your low back curve, near belt level. If the chair has lumbar depth adjustment, adjust to your comfort.

4. Armrests:

Position armrests just below your seated elbow height when your arms are hanging naturally at your sides. Ensure armrests do not restrict arm movement. If your armrests are adjustable in width or can pivot, bring them directly under your elbows.

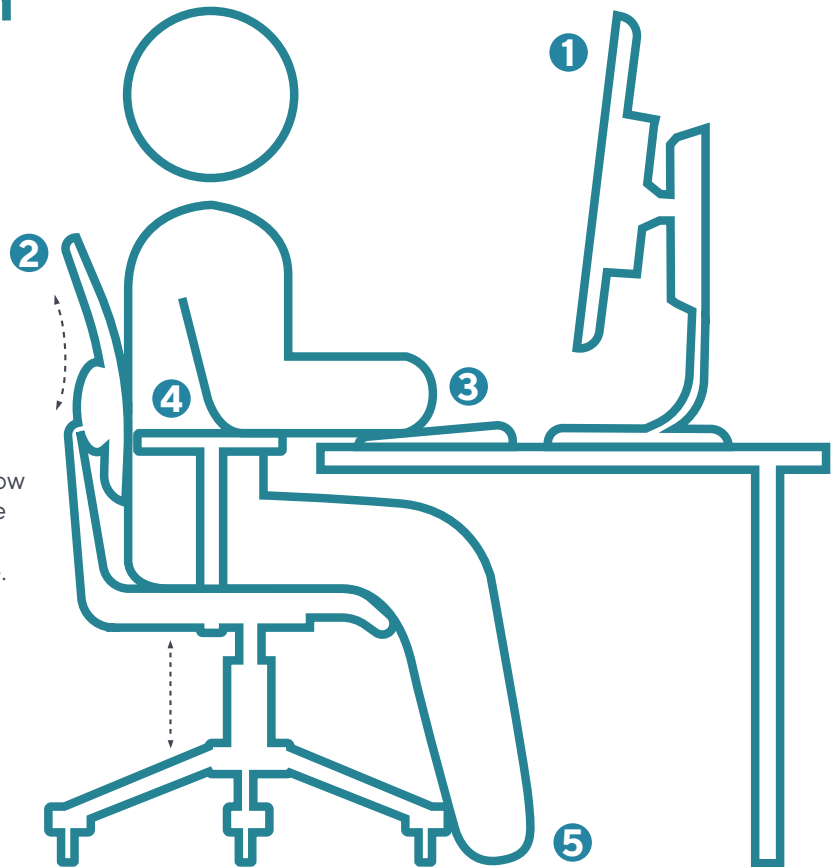


5 Steps to a healthier workspace

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.

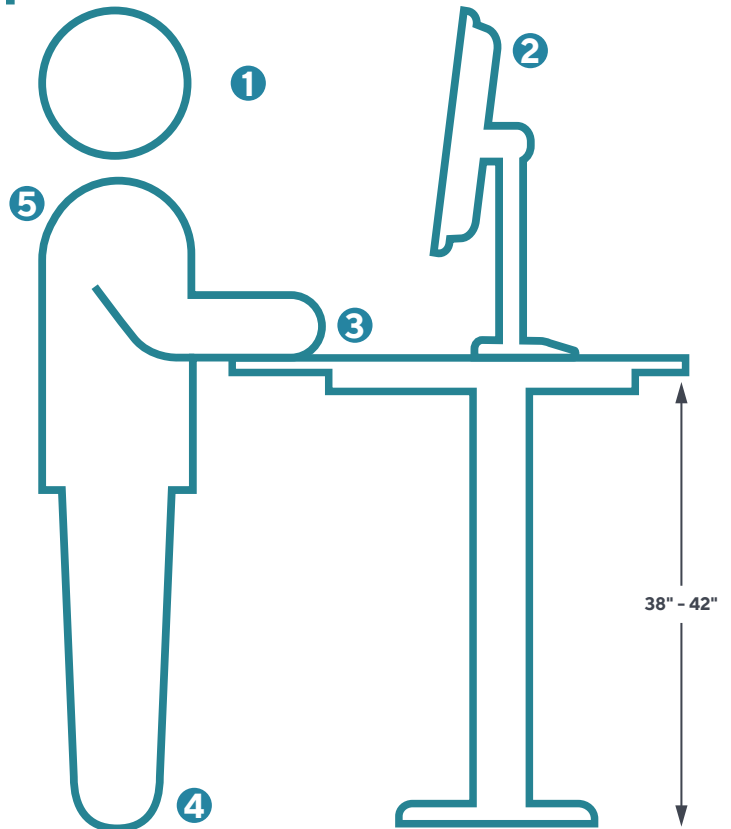
Remember: change postures frequently, take short breaks, and stretch.

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.