

# Arrange Your

# Workstation

## Protect Yourself from Strain & Pain

Your head should not be tilted back or too far forward, a slight forward tilt is acceptable.

If you use the phone a lot, use a headset to avoid cradling the phone on your shoulder.

Position top of monitor at eye level, directly in front of your body, about an arm's length from your eyes.

Upper back straight with shoulders relaxed at your sides.

Proper viewing angle.

Tilt the monitor or adjust lighting to avoid glare.

Keep elbows at a 90° angle, with elbows close to the body and forearms parallel to the floor. Keep wrists straight, supported by a foam pad or chair armrests.

Use a keyboard & mouse that is designed to be ergonomically correct. Keep the mouse close to the keyboard to minimize reaching.

Backrest should support the natural curve of the lower back.

Adjust the height of the chair so the knees and hips are at 90°.

Feet flat on the floor. Use a footrest if your feet don't reach the floor.