



PROPER OFFICE AND DESK ERGONOMICS

STEP 1

FIND YOUR NATURAL POSTURE

Move chair away from your desk and sit down comfortably. Feet should be flat on the floor, with hands in your lap, shoulders relaxed and back flat up against the back of the chair.

STEP 2

KEYBOARD AND MOUSE PLACEMENT

Position keyboard 1-2 inches above thighs; this may require a pull-out keyboard tray. The keyboard and mouse should be shoulder-distance apart, elbows at side, and your arms at or below a 90-degree angle.

STEP 3

POSITION YOUR SCREEN(S)

Sit back in the natural position and extend arm out in front of you. The tip of the middle finger should land on your screen. To find the perfect height, close your eyes while sitting in the natural position and when you open them they should land on the top of the screen.

STEP 4

ADJUST YOUR CHAIR

The space between the edge of the chair and the back of the knees should be no more than the size of your fist. When sitting, both feet should be flat on the floor (not dangling) in front of you, and your thighs should be slightly below hips.

REMEMBER: A short 1-2 minute break should be taken every 30 minutes to reduce stiff muscles and blood flow reduction. Avoid eye fatigue by resting your eyes and looking away from the monitor to focus on something in the distance.