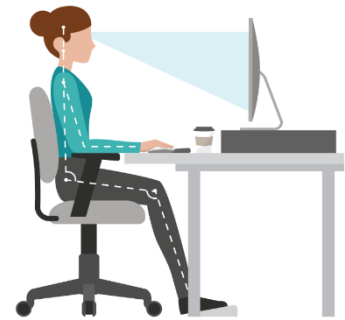


Simple Strategies for Desk Jobs

Sitting at a computer has become a daily activity for most of us, whether we do it for work or pleasure. Not surprisingly, computer-related injuries are more common than ever. If you are going to sit in one position for hours at a time, make sure you are doing it right! Use good workstation strategies to help reduce your risk of injury:

1. Chair

- Adjust the chair's back to support the inward curve of your lower back.
- Adjust your seat height so your thighs are parallel with the floor.
- Make sure there is at least 1 inch between the edge of the seat and the back of your knees.
- Adjust your armrests so that your arms sit comfortably at your sides with your shoulders relaxed.



2. Feet and legs

- Sit with your feet flat on the floor.
- Use a footrest if you elevate your chair.
- Avoid crossing your legs.

3. Elbows

- With shoulders relaxed, bend your elbows to comfortably reach the keyboard. Your elbows should naturally bend to form a 90° angle.

4. Keyboard position

- Your keyboard should be at the same height as your elbows. (May need to adjust chair height.)
- Make sure your keyboard is close enough that you do not need to reach out to touch the keys.

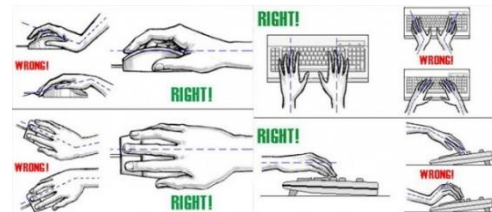
5. Mouse

- Place your mouse immediately next to the computer keyboard, close to the front of the desk.



6. Wrist position

- Make sure that your wrists are straight and parallel to the floor.
- Avoid flexing your wrists upward or bending them downwards.
- Avoid rotating wrists inward and outward during keystroke entry and mouse use.



7. Monitors



- Top of monitor(s) positioned 2-3 inches above eye level.
- Dual monitors (same size), position in inverted shallow "V" to reduce neck rotation.

8. Phone

- Put your phone within easy reach.
- Use a headset or speaker phone for long conversations.
- Avoid bending your neck between your shoulder and ear while talking and multitasking.