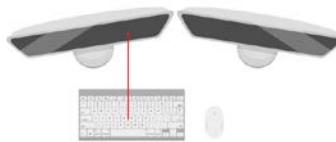


WORK STATION ADJUSTMENT

You may not realize how much the set-up of your workstation affects you on a daily basis, but it can have a huge impact on your health and wellbeing. Sitting or standing all day at a work station that is set up incorrectly causes stress to your wrist, back, neck and joints, which can lead to long term issues, and decreases circulation, which causes fatigue. When setting up your work station, please keep the following guidelines in mind. If you would like to have an ergonomic evaluation of your work station and get help setting it up properly, open a case with the Benefits Team in [HRConnect](#).

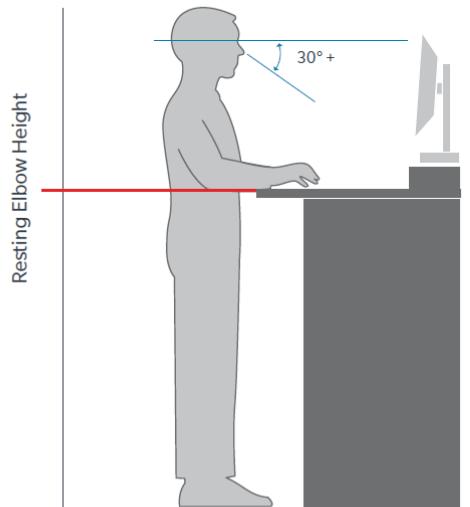
- ✓ Make sure that your work equipment is adjusted to increase your comfort level; don't strain or reach to access your work equipment.
- ✓ Your elbows should be at a 90° angle, and your wrists should be flat. If your keyboard causes your wrists to bend, flatten the keyboard by flipping down the tabs underneath. You may need to raise your chair so that your elbows are at 90°. If this leaves your feet dangling, you may need a footrest.
- ✓ Pull your keyboard and mouse as close to your body as possible, and make sure any items that you use frequently are close to you so that you don't have to reach to access them.
- ✓ If using a wrist rest, do not rest your wrist on the pad. Instead, place your palm on the pad, if needed.
- ✓ If you use a pull out or under desk keyboard tray, make sure it does not hit your legs when you are seated, and that your elbows are bent at 90° when you use the keyboard.
- ✓ Make sure your legs are bent at 90° as well, and that your back is straight and you're sitting all the way back in your chair so that your lower back is supported. Adjust your chair to ensure that it fits you correctly.
- ✓ If you use the phone frequently, use a headset rather than the receiver.
- ✓ Your computer monitors should be high enough that when you look straight ahead, your line of sight hits the top of the monitor. You should look slightly down at the screen, as that is the natural position of your eyes and it keeps you from straining your neck up or down. Your monitors should be about an arm's length from your eyes (18 to 30 inches) when your neck is straight.
- ✓ If you use two or more monitors, position 2/3 of the monitor you use most to line up with the G-H keys of the keyboard, so that you can look at it without turning your neck.

Dual – Position 2/3 of the dominant monitor to the center of the "G-H" keys of the keyboard.

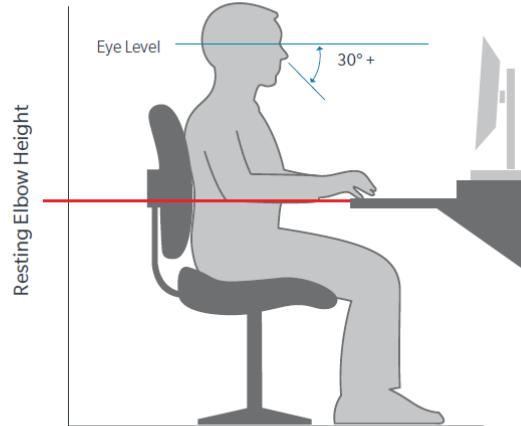


- ✓ Take frequent, short breaks to give your eyes and body a break, and get your blood flowing.

IDEAL SET UP – WORKSTATION



STANDING WORKSTATION



SEATED WORKSTATION

Ideal Set-Up

