

Sit with your **feet** flat ... knees level with your hips; use a stool under your feet if necessary.

Keep tools and equipment within **easy reach** to avoid awkward positions and overreaching.



HEALTHY TOP TEN



3 Position your keyboard and mouse so that **wrists** are straight and **elbows** fall at your sides.

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5 **Avoid** craning your neck or turning your head to work.

Sit so that your **monitor** is level with your line of vision and is at arm's length.

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6 **Don't ignore numbness or pain;** make workstation adjustments first and if pain continues, see your health care provider.



7 **Relieve** pressure on your lower back. When sitting, use a pillow, rolled-up towel or some other type of lumbar support.



8 **Rest** your hands in your lap when you are not typing.

9 Sit with proper **posture:** lower back straight, stomach in, shoulders back, your head up and your chin tucked in.

10 **Shift** your position periodically, and stretch to ease tension