

ERGO LITE - A GUIDE TO AN ERGONOMICALLY CORRECT WORKSTATION

Place the monitor directly in front of the keyboard and position yourself so your shoulders are square with your monitor.

TIP: Place the monitor distance at arms length from your work position (23" - 28").

Position the top of the monitor screen at or below eye level and about an arm's length away.

TIP: Locate the phone to the non-dominant side to allow for multi-tasking with the dominant hand.

Use an adjustable height document holder to place source documents at the same height and as close to the computer screen as possible.

TIP: Place the document holder right next to the monitor so only your eyes move and not your head.

TIP: Use books to raise your computer monitor if necessary so you're looking at the top third of the screen.

Sit with head and neck in a neutral position, with chin parallel to the floor. Avoid tilting the neck to either side. Telephone usage over 2 hours a day should use a head set.

Use the backrest of the chair to provide full support to the back. Adjust lumbar so that it supports the curvature of the low back.

TIP: Place a pillow or rolled up towel behind your back to create lumbar support if the back on your work chair won't adjust.

TIP: Place the keyboard and mouse at the same height as your elbows, use the chair height adjustment control.

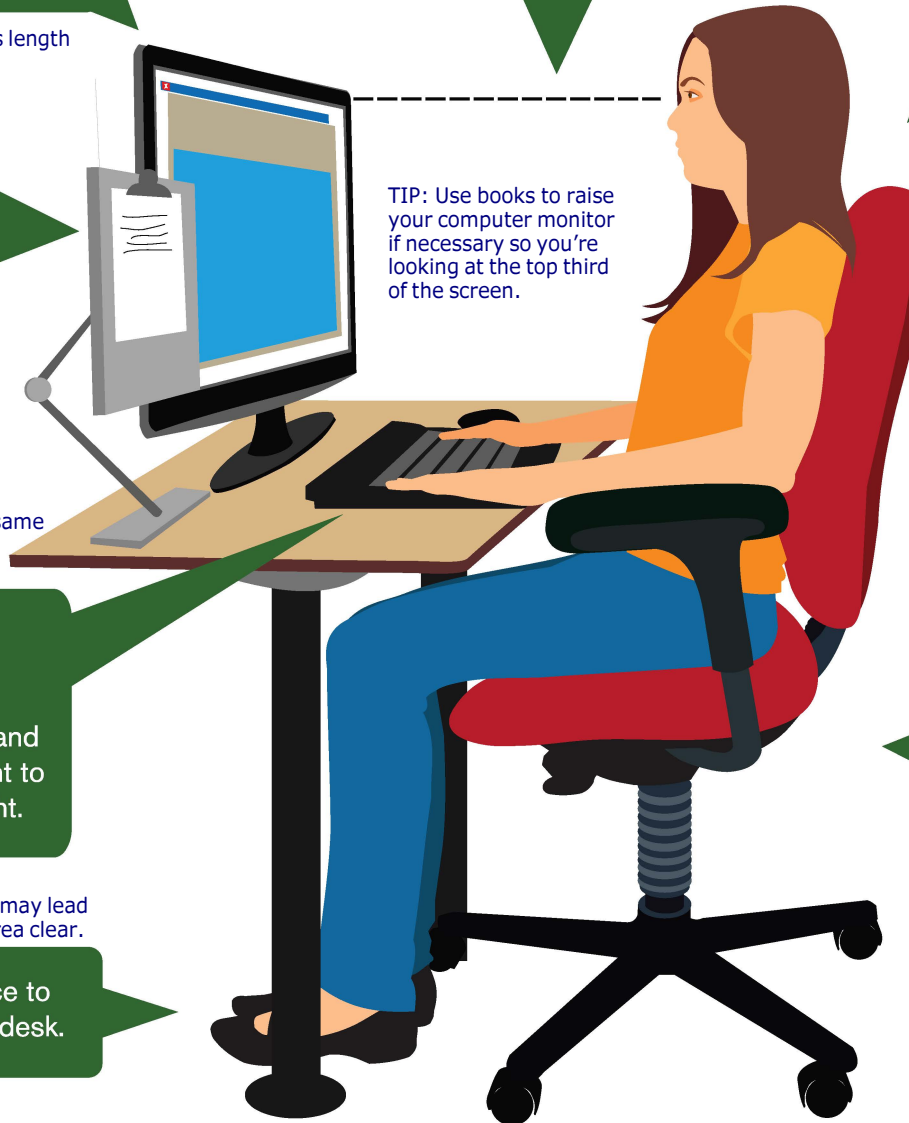
Adjust the chair height to keep forearms, wrists and hands in a straight line while using the keyboard and mouse. Keyboard and mouse should be placed adjacent to each other and at the same height.

TIP: Use a box or footrest for additional support if feet do not lay flat on the floor.

Maintain a proper posture of 90 degrees or greater angle at the hips, elbows and knees, while feet are supported by the floor or footrest if necessary.

TIP: Obstructions and clutter may lead to awkward postures, keep area clear.

Allow ample clearance to move legs under the desk.



These general guidelines are only one component of ergonomics. Regular stretch breaks, rest pauses that include standing up, and alternating tasks to reduce static posture and repetitive movement patterns are an essential part of an office ergonomics program.

Check-Out the Keenan & Associates Home Office Ergonomics & Safety Video Suite: <https://www.keenan.com/Knowledge-Center/Working-Remotely>