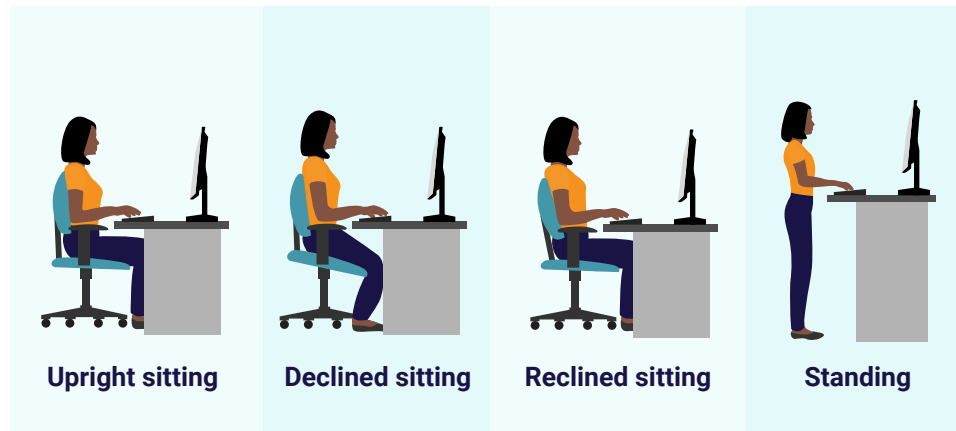


Ergonomic tips to maximize your comfort when computing

Risk Control services
from Helmsman Management Services



1. Chair and posture

- Use the backrest of the chair to provide full support to your lower back.
- Make sure your chair allows clearance behind your knees when seated against the backrest.

Maintain proper body posture:

- Sit with your hips and knees at a 90-degree or greater angle.
- Keep your feet flat on the floor or on a footrest.
- Keep your arms relaxed at your sides, ideally with elbows at 70 – 135 degrees.
- Change posture frequently. Common postures include upright sitting, reclined sitting, declined sitting, and standing.

2. Monitor

- Place the monitor directly in front of you about an arm's length away.
- Position the top of the monitor screen at or below eye level.

3. Keyboard and input devices

- Adjust the keyboard or chair height to keep forearms, wrists and hands in a straight line.

- Place mouse and other input devices near to and at the same height as your keyboard.
- Keep your elbows close to your body.

4. Work area and lighting

- Allow ample clearance to move your knees and legs under the keyboard and desk.
- Avoid contact stress with the edge of the desk and keyboard.

To reduce glare and shadows on your work surface:

- Adjust window shades or decrease overhead lighting.
- Adjust the monitor screen or add an anti-glare filter.
- Add a task light to illuminate paper references.

5. Accessories

- Get a headset if you regularly talk on the phone for extended periods. Use a lowered voice.

Use an adjustable document holder to:

- Place reference materials as close to the computer screen as possible.
- Keep materials at the same height and distance as your computer screen.
- Use your ergonomic accessories to support body posture (e.g. lumbar support, armrests, monitor blocks, external keyboard).

6. Healthy computing habits

- Use a softer touch when keying and relax your grip on the mouse.
- Avoid working too long in one position.
- Change your body posture frequently.
- Take frequent breaks and stretch periodically.
- Give your eyes a visual break.



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