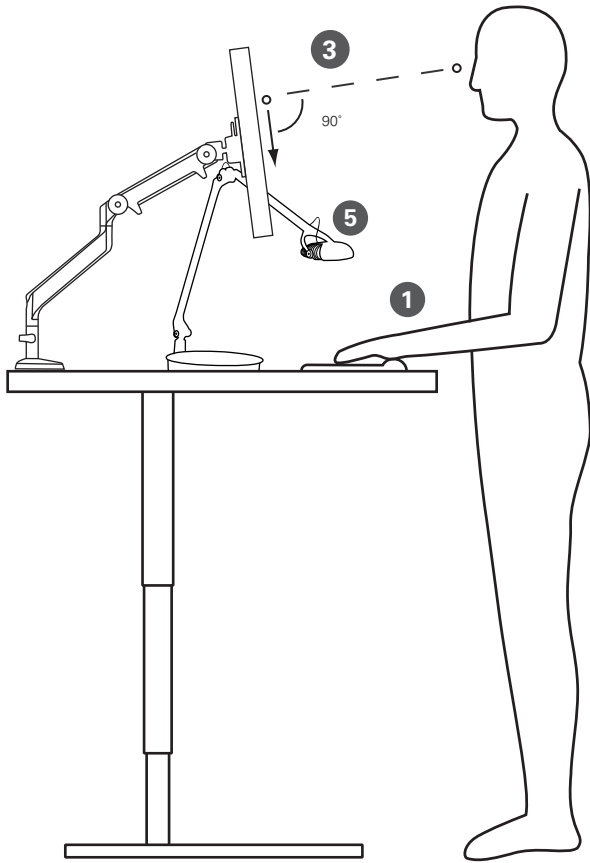


Healthy Workstation Guidelines



Standing

TYPE

- 1 Position the work surface about an inch below your rested elbow height, allowing your shoulders to be relaxed. Rest your palms – not your wrists – on a palm support.

MOUSE

- 2 Position your mouse close to the keyboard to minimize reaching. Avoid anchoring your wrist on the mousing surface. Instead, glide the heel of your palm over the mousing surface and use your entire arm to mouse.

VIEW

- 3 Position the monitor about an arm's length away with the top line of text at or slightly below eye level. Tilt the monitor slightly away from you so your line of sight is about perpendicular to the monitor.

ALIGN

- 4 Align the monitor and spacebar with the midline of your body and arrange frequently used work tools within easy reach.

ILLUMINATE

- 5 Position a task light to the side opposite your writing hand. Shine it on paper documents but away from computer monitors to reduce glare.

REST

- 6 Take two or three 30 to 60 second breaks each hour to allow your body to recover from periods of repetitive stress.

