

“Ergo-guide” Ergonomic Tips to Maximize Your Comfort When Computing



CHAIR

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

LIGHTING

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 properly illuminate paper references.

DOCUMENT HOLDER

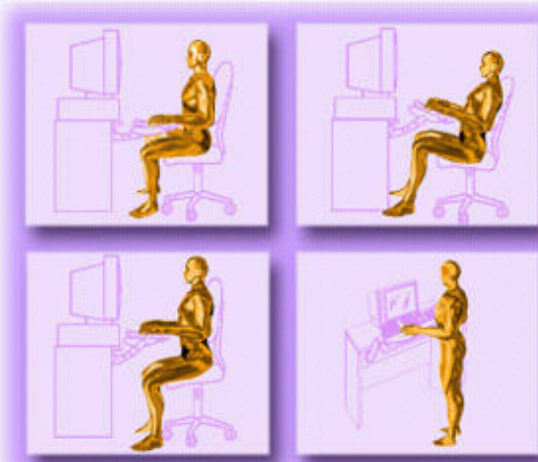
Use an **adjustable document holder** to:

- place reference materials as **close to the computer screen** as possible.
- keep materials at the **same height and distance** as your computer screen.

References: www.libertymutual.com
www.mmm.com/www.pc.ibm.com/www.healthycomputing.com;
www.hermanmiller.com,
www.compaq.com/comfortguide/index.html

POSTURE

- **Maintain proper body posture** by:
 - sitting 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.



HEALTHY COMPUTING HABITS

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

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.**

KEYBOARD/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.**

WORK AREA

- **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.

ACCESSORIES

- **Use your ergonomic accessories** to support body posture (e.g. lumbar support, arm rests, monitor blocks, external keyboard).
- Get a **head-set if you regularly talk** for extended periods of time on the phone. Use a lowered voice.