



Ergonomics Do's and Don'ts for Your Workstation



Not sure what's right or wrong when it comes to setting up your workstation? Follow these **tips** to make some quick and easy improvements!

Ergonomics Tips

DO maintain a neutral posture. Sit up straight with your head upright, shoulders relaxed, forearms horizontal, feet flat and back supported.

DON'T sit in a chair that is not fully adjustable or is not the right size for your body.



DO keep your computer monitor at or below eye level. If you have multiple monitors, center them and keep them at the same height.

DON'T put your monitor too close to or too far from your face. The monitor should be at a comfortable distance.

DO use document holders that allow you to place documents at or about the same height and distance as the monitor screen.

DON'T position documents too far from your computer monitor. Documents that are not at eye level may require awkward head postures or frequent movements.

DO keep frequently-used devices (keyboard, mouse and phone) within the primary work zone to limit reaching and ensure that your arms remain close to your body.

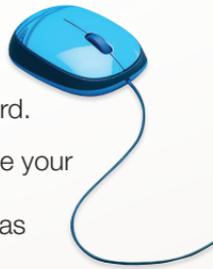
DON'T have a crowded work surface that requires you to place components and devices in undesirable positions.

DO keep your mouse beside your keyboard, either on your keyboard tray or desktop, to reduce reaching.

DON'T position your mouse on a different level than your keyboard.

DO use wrist and palm supports to rest in between tasks. Elevate your hands and wrists above the supports while typing.

DON'T bend your wrists upward when typing or using a mouse, as this increases the contact stress on your tendons.



DO use a speaker phone or headset, as needed.

DON'T cradle your phone between your shoulder and ear.

DO pause briefly every 20 minutes to rest muscles and increase blood circulation.

DON'T sit in the same position for more than an hour.

DO let your supervisor know if you are concerned about your workstation and set up an evaluation with your center's industrial hygienist.

DON'T ignore signs and symptoms of a possible Musculoskeletal Disorder, like recurring neck, shoulder, back or wrist pain. Ask for help if you need it!