

GENERAL OFFICE SETUP *cont.*

- Arrange the workspace so that frequently-used items are within reach. Your computer mouse should be positioned next to your keyboard.
- Prop documents against a piece of sturdy cardboard or a clipboard that is angled between your monitor and keyboard if a document holder is not available.
- Use speaker phone, jabber software or your computer mic when on conference calls, instead of cradling your phone.
- Take mini-breaks about every 20 minutes away from repetitive tasks and from sitting to reset your body's natural position.
- Rest your eyes by looking away from your screen at a distant object for 10 seconds every 20 minutes.

View the handout **"Make Your Workstation Work for You"** to see a visual example of an ergonomically-sound workstation and some exercises you can do at your workstation. If you have ergonomic questions or concerns, reach out to your center's health and safety group.



SIDE TO SIDE



SHRUG IT OFF



LEAN BACK



SHAKE IT OUT



ROTATE, REPEAT



BEND AT THE WRIST