Work is kept close, within 16 inches of the body.

Head and body are straight.

Top of screen is at or just below eye level.

Elbows are close to the body.

Optional articulating keyboard tray with higher worksurface.

Fingers are relaxed with wrists in a neutral position.

Worksurface is adjusted to elbow level.

Chair is adjusted to keep body supported in an upright position.

Back rest is adjusted to fit the lumbar region of your spine.

Feet rest firmly on the ground or are supported by a footrest.

Chair height allows adequate leg clearance, maintains keyboard/worksurface at elbow level.

- Always drive mouse by shoulder movement.
- Keep feet flat on floor, it will provide stability to upper body.
- Be aware of posture, it will improve working ability.
- Take 10 seconds micro pause after 10 minutes.
- Almost 90% discomfort cases can be resolved by workstation evaluation, if early reported.
- Try to use headsets/speaker phone for multitasking.
- Give rest to eyes by looking away from monitor.
- Keep all frequently used items within easy reach.
- Adjust monitor positions as to make sure screen is 20-30 inches away from your eyes.
- Change lighting in the office as darker or lighter rooms may help in comfort.

Energy and Persistence conquer all things

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