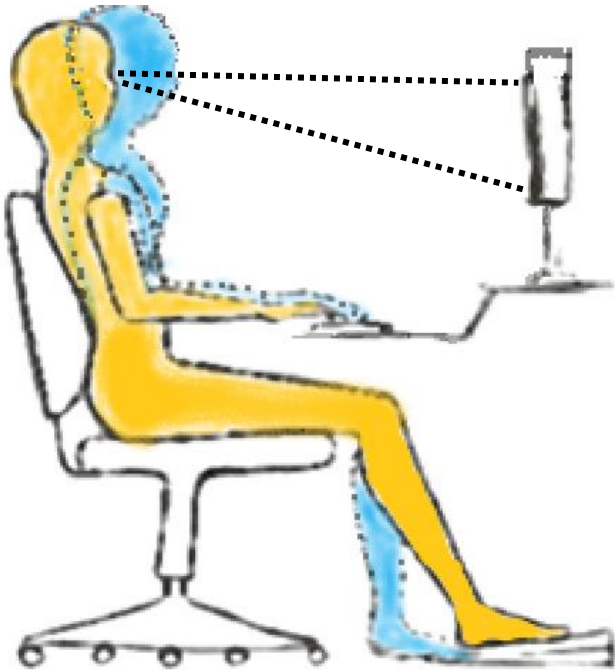


Computer Workstation Ergonomics



MONITOR

1. Top of the screen level with the eyes.
2. If wearing bifocals or trifocals and reading from a lower zone of the lens, set the top of the monitor, lower than eye level.
3. Monitor can be set 21 to 29 inches away from the eyes. Can be set closer, in cases of special needs.

KEYBOARD AND MOUSE

1. Set the home row of the keyboard close to neutral elbow height(shoulders relaxed and elbows held close to your sides).
2. Set mouse close to the side of the keyboard.
3. Reach keyboard and mouse within a forearm's reach distance.
4. Do not use repeated side to side movements of the hands at the wrists and no repeated or sustained bending of the hands upwards or downwards at the wrists, when keyboarding and mousing.

CHAIR

1. Medium to high backrest with adjustable lumbar support and adjustable back angle.
2. Set the seat depth with 2 to 4 inches gap from the edge of the seat to the back of your knees.
3. Use backrest. Can either **lean straight backwards** or sit up straight, with good support for the lumbar spine. Rocking movement is good for blood flow to the spine.
4. Adjust your armrests slightly below your elbow height.
5. Knees should be level with the hips or slightly lower. Feet flat on the floor or on a footrest.

MICRO-BREAKS

30/30 Rule:

When working at your computer, take a 30 second micro-break every 30 minutes. Take three deep breaths; Stand and Stretch or Walk.

Rest your hands in a relaxed handshake position, in your lap, from time to time.

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