

Tips to reduce stress, fatigue and possible injury in the workplace

Start with Your Chair

- Sit "deep in the seat" with your weight toward the back
- Seat height is set so your feet rest flat on floor with your knee angle at about 90 degrees = knees at or below hips
- Seat depth is set so you can feel the seat back cushion and have about 3 inches space between the back of your knees and the front edge of the seat pan cushion
- Seat back cushion is supporting the curve in the lower back
- Arm rests are out of your way while you work

Check Your Keyboard and Mouse Set Up

- Align these elements right in front of you to avoid twisting
- Place close enough to use without reaching; elbows by your side
- Set height that your elbows relax comfortably by your side at about a 90-degree angle (*both items are set at the same height*). Do not rest your elbows on the arm rests
- Keyboard should be close to the edge of the desktop or tray and the mouse should be next to it (*avoid reaching up and out*)

Check your Monitor

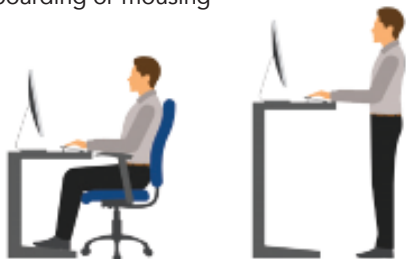
- Monitor(s) should be set directly in front of you to avoid turning your neck or body
- Distance is set about your arm's length away from your face
- Height will most often be set so the top tool bar (*top third of screen*) is the same height as your eyes (*bi-focal corrective lenses change this*)

Body Postures

- Head should be up and positioned between your shoulders; head should not be twisted or tilted
- Shoulders should be relaxed and back (*not rounded forward*)
- Elbows should be at your side at a 90-degree angle
- Wrists should be in a neutral position, not reaching up and out. Avoid flexing up or down
- When keyboarding, your hands should float over the keys as if you are playing piano - type gently rather than with force
- Avoid resting your wrists on the desktop or keyboard tray
- When using a mouse, use whole arm movements
- Feet should be flat on the floor in front of you or on a footrest with knees even or slightly lower than the hips
- Eyes: **20-20-20 Rule:** For every 20 minutes of computer work, look 20 feet away for 20 seconds - blink often

When Standing at A Sit/Stand Workstation

- Stand up straight with a slight bend in knees (*avoid locking knees*)
- Sway back and forth or side to side
- Place one foot on a footrest and alternate between your two feet
- Stand for no more than 30 minutes at a time; alternate between sitting and standing. Take frequent microbreaks
- Use a standing mat, if possible, for additional support of your feet. Wear comfortable shoes when standing
- Make sure your chair is out of the way in order to avoid tripping
- Do not lean on your keyboard tray when keyboarding or mousing



Microbreaks & Stretching



Remember to take microbreaks throughout the day to move around, walk and stretch. When stretching or exercising do not do anything that causes pain!

Neck Stretch

Stand up straight and gently move your head to the side bringing your right ear to the right shoulder. Hold for 5 seconds. Do the same on the left side.

Shoulder Rolls

Stand straight and lift your shoulders and roll them several times.

Low Back Stretch

Stand with your hands pushing on your lower back. Push your lower back forward until you feel the stretch. Hold for 5 seconds. Repeat several times.

Arm Stretch

Stand with your right arm out in front of you with your palm up with your other hand, gently pull your fingers down toward the floor. Hold for 5 seconds. Then turn your palm down and gently pull your fingers back toward you. Hold for 5 seconds. Switch arms.

Standing Stretch

Stand straight with your knees slightly bent. Keeping the left leg straight, move the right leg forward and keep the left foot flat on the floor. Bend at the waist until you feel a slight pull on your left hamstring muscle. As you bend, support your weight by placing your hands on your thighs. Hold for a few seconds and the repeat with the opposite leg.

Our ergonomic specialists are available to help.

For more information visit our website at ekhealth.com or call 877.861.1595

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