

Easy Ergonomics

Quick Tips for Making Your Workspace More Comfortable!

Every 20 minutes, focus your eyes on something 20 feet away, for 20 seconds. Blink 5-10 times to refresh your eyes.



Adjust monitor height so the top third of the viewable area is straight ahead.

Only two-thirds of your forearms should be on the desk so the cushioned part of your arm makes contact.

Primary monitor: set it just beyond arm's reach, comfortable for your line of vision, and lined up with your keyboard and body.

Second monitor: angle it slightly toward you to minimize turning your head horizontally or vertically, and focus on moving your eyes instead of your head.

Scot in so your stomach is close to the desk; any armrests should just barely slide under.

When sitting: your hips should be higher than your knees; your back should be flush against the seat.

Raise or lower your desk's height until you feel weight lift off of your shoulders.

Leave space for 2-3 fingers between the back of your knees and the chair.

Keep frequently used items within easy reach.

Standing desks: periodically change your standing position. Feeling tension in your hips or thighs? Take a break and sit.

When using a mouse and keyboard: move your forearm, not your wrist; keep your mouse close to the keyboard; and skip the wrist pads.



FLEURY



RISK MANAGEMENT

Source:

McCallon, Anna. "Sit Up Straight! 23 Tips for Workplace Ergonomics." Fresh Consulting, 16 Feb. 2019, www.freshconsulting.com/sit-straight-tips-workplace-ergonomics/.