

COMPUTER COMFORT TIPS

Your Work Posture

- ✓ Elbows at side and at 90 degree angle
- ✓ Sit up with chair tilted back slightly
- ✓ Wrists straight
- ✓ Head upright, facing forward
- ✓ Backs of knees not in contact with chair
- ✓ Shoulders relaxed
- ✓ Thighs approximately parallel to floor
- ✓ Rest feet firmly on floor or footrest

Your Workstation

- ✓ Top of screen at eye-level
- ✓ Keyboard at elbow height
- ✓ Support for low back
- ✓ Seat back angled slightly back
- ✓ Wrist pad to cushion hard surfaces
- ✓ Minimize glare on screen

Your Work Habits

- ✓ Use light touch on keyboard
- ✓ Do not over-stretch fingers while keying
- ✓ Use a document holder
- ✓ Vary your tasks throughout the day
- ✓ Use a wrist pad during pauses in typing
- ✓ Do not cradle phone between shoulder and neck

