

OFFICE ERGONOMICS

Tips to help reduce office fatigue



MOVEMENT

Get up and move. Regularly change positions, walk around the office, do some stretches, or work while standing. You might want to purchase an anti-fatigue mat if you stand while working.

POSTURE FOR YOUR HEAD AND NECK

Make your computer screen at eye level. If you have multiple monitors, place them so you do not have to turn your neck to view them. Use the 20-20-20 rule. Every 20 minutes, take a 20 second break from your screen and look at something 20 feet away from you.



POSTURE AWARENESS

Do not slouch in your chair. Move your body as close as possible to the back of the chair so your lower and upper back are both supported. Keep your elbows close to you and try to keep your arms, hands, and wrists in a straight line.



CHAIR POSITIONING

Sit close to the keyboard. Place your keyboard and mouse so that your elbows can stay bent in a neutral position. Make sure to alter your chair position according to your height. Your knees should be just below or level to your hips.



ARM POSITIONING

Position your arms in a way so you are not straining your them by trying to reach your keyboard and mouse. Position your elbows at 90 degrees so you are supporting the weight of your arms. You might consider purchasing an under-desk keyboard tray.

