

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 where you don't 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

Try not to slouch in your chair. Support your lower and upper back by moving your body as close as you can to the back of the chair. 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 so that you are not straining them by trying to reach the keyboard and mouse. Place your elbows at 90 degrees to support the weight of your arms. You might consider purchasing an under-desk keyboard tray.

