

# Ergonomics: It doesn't have to hurt

**Chair:** Sit with your feet supported at all times. If your desk requires you to raise your chair, support your feet with a foot rest. Keep your back straight and lower back supported. Do not use armrests while typing.

**Keyboard:** Place the keyboard so that your arms and wrists are parallel to the keyboard surface. If the desk is too high to keep arms parallel, use a keyboard tray.



**Mouse:** Keep the mouse within reach and in the same plane as your keyboard.

Always sit centered to your monitor and keyboard.

**Monitor:** Place the monitor at your arms length at least. Adjust the brightness of the screen so it is easy on your eyes. Adjust monitor height no higher than your own eye level. When using a document holder, keep the documents at the monitor height. Take frequent breaks from looking at the monitor.

**Accessories:** Place accessories like phones , calculators, laptops, etc. within reach according to the frequency of use. Do not twist in your chair to reach for items on the desk. Do not cradle the phone .

**Environment:** If possible, adjust the heating and cooling according to personal comfort. Lighting should be indirect to reduce glare. Maintain a clean and tidy work space.

For more information or to schedule a workspace evaluation contact EHS at 979-845-2132