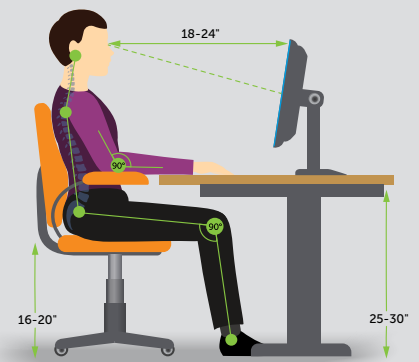


Ergonomic Tips for Your Home Office



Ergonomics can assist you in improving your posture, health, and productivity through proper workstation design. If you find yourself setting up a home office, there are some ergonomic tips you should keep in mind.

Chair

- › Choose a comfortable chair with a padded cushion and back support.
- › Your feet should be flat on the floor, thighs parallel to the floor, and your back against the backrest.
- › If you need to raise your chair height or need more cushion, place a pillow on the seat.
- › If you need lumbar/back support, use a pillow or rolled up towel.
- › Avoid sitting on a couch, recliner, or bar stool.

Work Surface

- › Use a table or a desk for a work surface. Avoid coffee tables and working on your lap.
- › When sitting, the work surface should be at or slightly below your elbow height.
- › If the desk is too high, raise your chair or add a cushion to the chair.

Keyboard & Mouse

- › Use an external keyboard & mouse directly in front of you near the front edge of the work surface.
- › Keep your arms and shoulders relaxed and close to your body.
- › Keep your forearms, wrists, and hands straight.

Monitor Placement

- › Center the monitor in front of you, in line with the keyboard, at approximately an arm's length.
- › Adjust your monitor/laptop (stack of books) so the top of the display is at or slightly below your eye height.
- › Bifocal or progressive lens wearers may need to lower their monitors to avoid tilting the head back.

Work Environment

- › Setup a designated workspace in an area with minimal distractions.
- › Create a routine that includes a start and stop time, breaks, and getting dressed for work.
 - You can set timers on your cell phone.
- › You should change your working position frequently throughout the day in the following ways:
 - Stand up and walk around for a few minutes every hour.
 - Stand and move for breaks and phone calls when not using the computer.
 - Stretch your fingers, hands, arms, legs, and torso.
 - Stay hydrated.

Visit genexservices.com/ergonomics for more information about our services.

