



It doesn't hurt to sit right

Give your workstation an ergonomic audit and avoid injury.

MONITOR

The screen top should be just below eye level.

KEYBOARD & MOUSE

Keyboards should be adjusted to maintain a neutral position. Your mouse should be close by.

DOCUMENT HOLDER

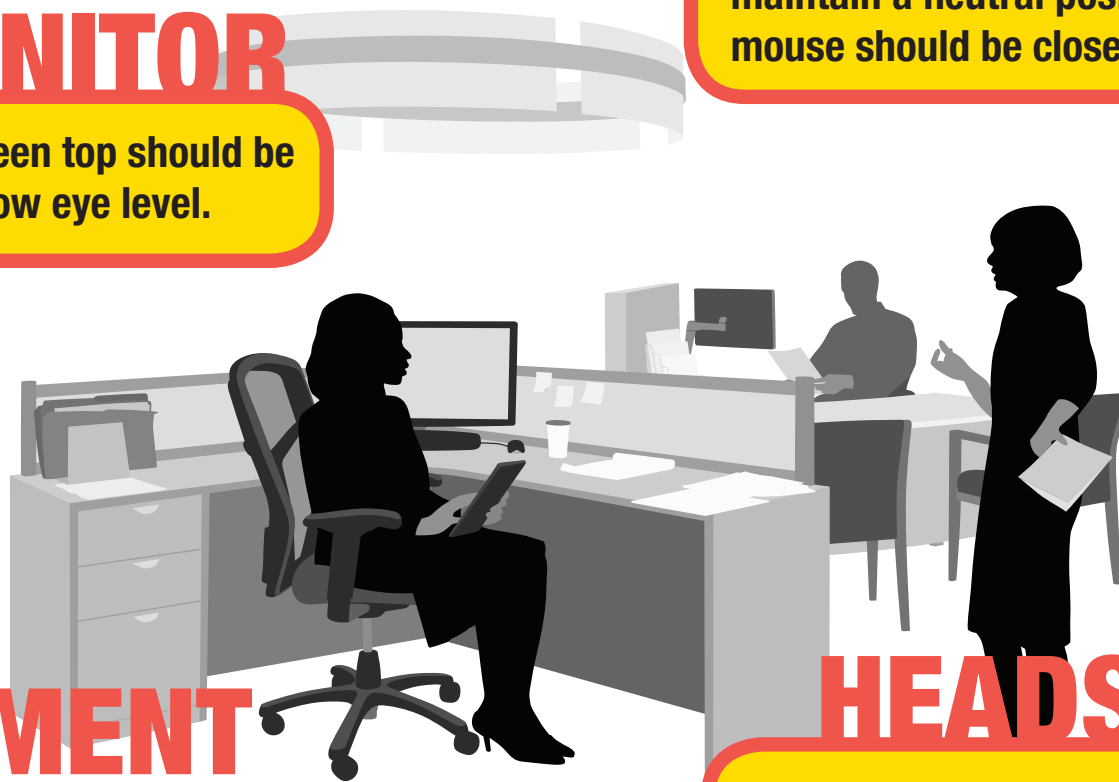
Recommended if you frequently switch between the screen and paper.

HEADSET

Consider using one if you're on the phone two or more hours a day.

CHAIR

Make sure the seat back supports your lower back. Armrests should keep elbows close to the body and your feet should be flat on the floor.



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