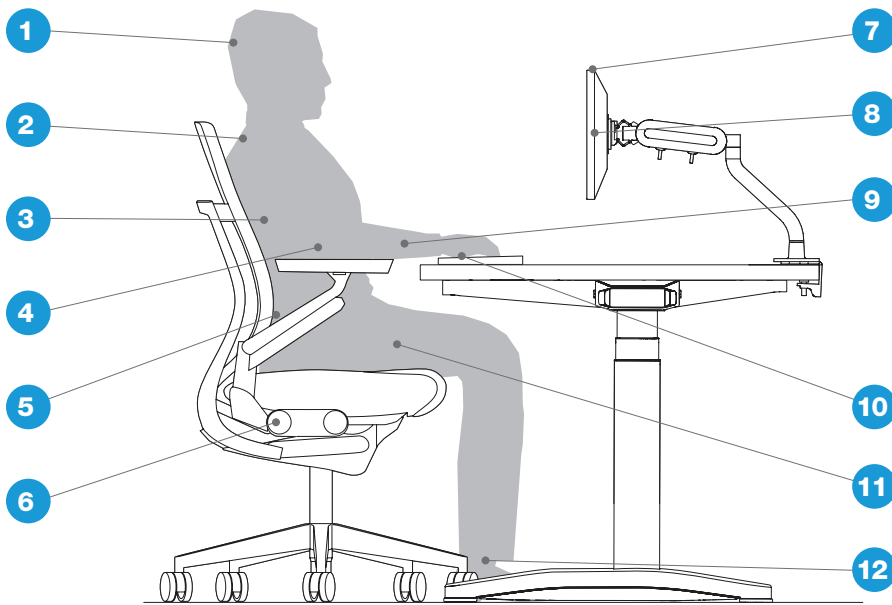


Optimizing the Ergonomics of Your Workspace

It's time to move beyond traditional ergonomics, to ideas that encourage workers to make posture changes and movement a natural part of their day. It's time to focus on worker wellness wherever work happens. Because it's not just good for people, it's good for business. Here are some tips to help begin your wellbeing journey.

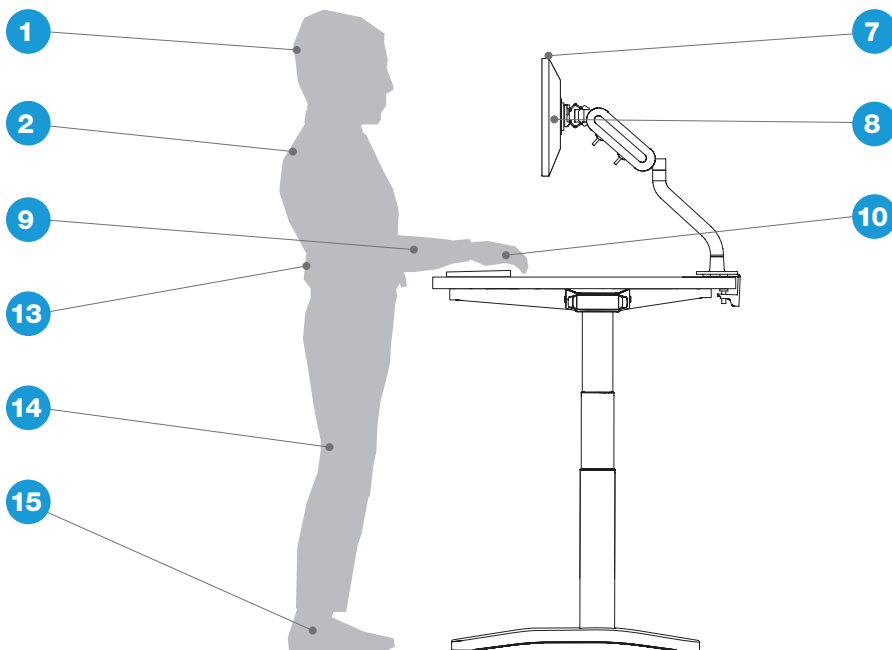
WHEN SEATED



TIPS

1. Neck is straight and head is balanced evenly
2. Shoulders are completely relaxed so arms hang naturally, close to body
3. Back has full contact with the backrest (sit all the way back in your chair)
4. Elbows and forearms can rest comfortably on the arms of your chair, without bearing weight
5. Lower back fits into curved lumbar support
6. Tension is adjusted so backrest reclines easily, yet provides smooth, even support, and encourages postural change
7. Top of monitor is at eye level or slightly lower and directly in front of worker so head is not turned
8. Monitor should be 20" to 30" from the eyes or approximately an arm's length away
9. Forearms should be at a 90-110 degree angle to the floor
10. Wrists should be straight when keying or mousing, not bent up or down
11. Thighs are parallel to the floor
12. Feet are flat on the floor or on a footrest
13. Neutral spine position, avoid slouching or overextension
14. Avoid locking knees to help maintain good posture
15. Feet should be flat on the floor, hip width apart

WHEN STANDING



Remember, you still need to switch positions frequently—even if you're on your feet. Every 30 minutes, try moving around for 2 minutes.

Even just one hour each day spent standing can help maintain or renew energy levels and focus.