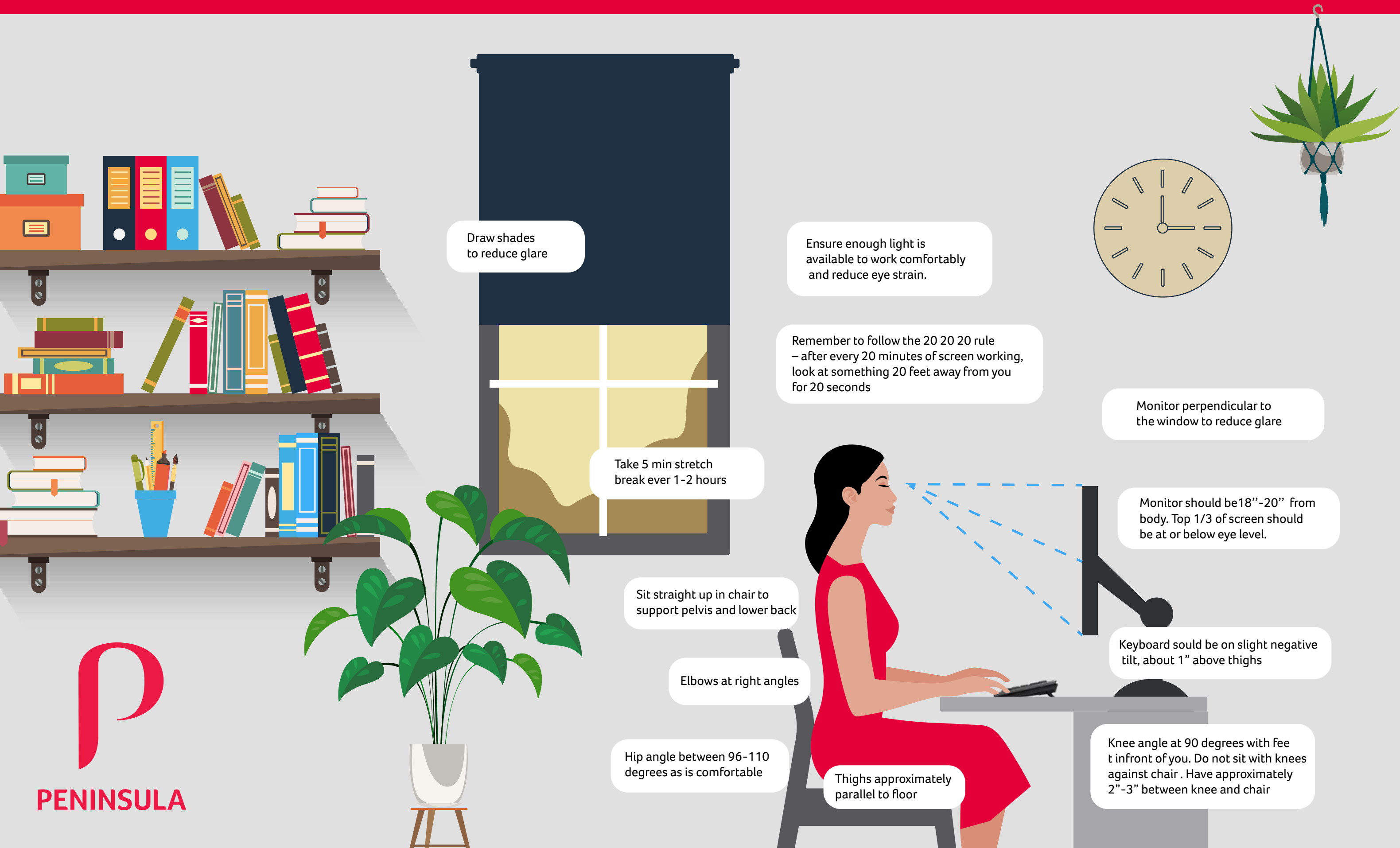


# YOUR BODY AT WORK: Make yourself comfortable

Everyone's ergonomic needs are different, if you experience any problems you should report these to your supervisor



Draw shades to reduce glare

Ensure enough light is available to work comfortably and reduce eye strain.

Remember to follow the 20 20 20 rule – after every 20 minutes of screen working, look at something 20 feet away from you for 20 seconds

Take 5 min stretch break ever 1-2 hours

Monitor perpendicular to the window to reduce glare

Monitor should be 18"-20" from body. Top 1/3 of screen should be at or below eye level.

Sit straight up in chair to support pelvis and lower back

Keyboard should be on slight negative tilt, about 1" above thighs

Elbows at right angles

Hip angle between 96-110 degrees as is comfortable

Knee angle at 90 degrees with feet in front of you. Do not sit with knees against chair. Have approximately 2"-3" between knee and chair

Thighs approximately parallel to floor



PENINSULA