

WORKSTATION ERGONOMICS

CHAIR

- Push your hips as far back as they can go against the backrest
- Adjust height so feet are flat
- Adjust armrests so that shoulders are relaxed

KEYBOARD AND MOUSE

- Position your keyboard directly in front of your body
- Keep the mouse close to minimize reaching

MONITOR, PHONE, AND DOCUMENTS

- Center the monitor directly in front of you, at an arm's length or more away from the screen
- Position the monitor so your eyes are naturally 2 to 3 inches below the top of the screen
- Place documents directly in front of you
- Keep your phone within easy reach. If available, use a headset or speakerphone to eliminate holding a handset.

MUSCULOSKELETAL
DISORDER
ACCOUNTS FOR
31%
OF THE TOTAL
CASES FOR ALL
WORKERS' INJURIES.

Source: U.S. Bureau of Labor Statistics

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