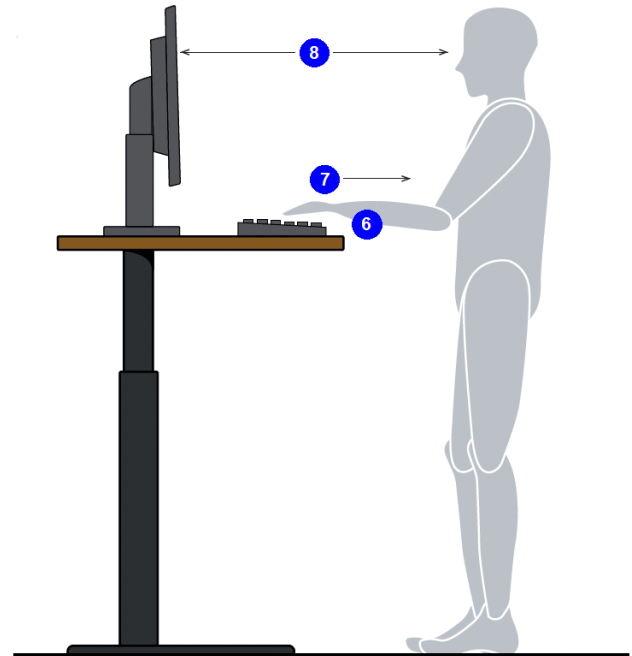
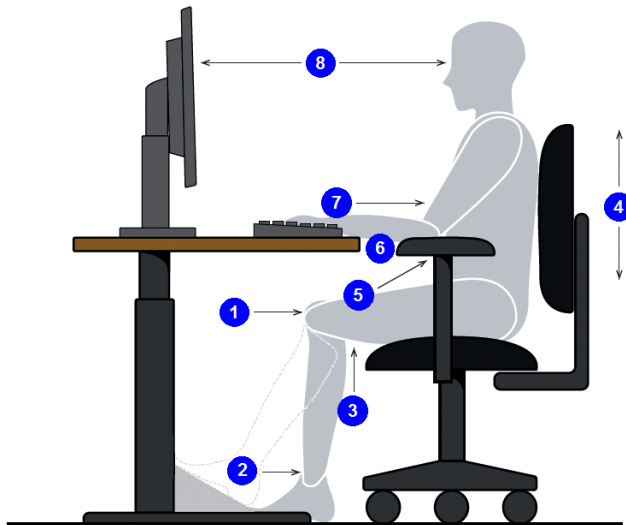




ADAPTING and ADJUSTING your computer workstation.

A COMFORTABLE POSTURE ...



- 1 YOUR THIGHS SHOULD BE PARALLEL TO THE FLOOR**
 - Adjust the height and/or angle of the chair seat
- 2 YOUR FEET SHOULD LAY FLAT ON THE FLOOR OR ON A FOOTREST**
 - Adjust the height of the chair seat.
- 3 BACK OF KNEES SHOULD BE CLEAR OF THE FRONT EDGE OF THE SEAT**
 - Adjust the depth of the chair seat so that you can easily place your fist behind your knee.
- 4 YOUR BACK: LOWER AND MID-BACK SHOULD BE WELL SUPPORTED**
 - Adjust the height, tension and angle of the backrest to ensure the lumbar support is positioned at your waist.
- 5 YOUR FOREARMS SHOULD BE SUPPORTED AND YOUR SHOULDERS RELAXED AT ALL TIMES**
 - The height and distance between your armrests should allow freedom of movement for your forearms when performing tasks, yet provide support for them during periods of rest or when using your mouse.
 - Avoid hunching your shoulders and ensure that the elbows/upper arms remain close to your torso.

- 6 YOUR ELBOWS SHOULD BE AT APPROXIMATELY THE SAME HEIGHT AS THE KEYBOARD**
 - Adjust the height of the work surface so that keyboard is at the height of your elbows.
- 7 YOUR WRISTS SHOULD BE STRAIGHT AT ALL TIMES AND YOUR HANDS IN LINE WITH YOUR FOREARMS**
 - Adjust the angle of the keyboard and the height of the work surface to ensure straight wrists.
 - If your work surface is not adjustable, adjust your seat to ensure straight wrists. You will need to use a footrest if you have raised your seat and your feet are not flat and well supported on the floor.
- 8 THE MONITOR SHOULD BE AT A COMFORTABLE READING DISTANCE AND HEIGHT**
 - The viewing distance should be within 16" to 29" (40cm-74cm). About one arm's length.
 - The monitor height should allow the neck to be in a neutral position when looking at the top row of text on the screen. A monitor riser may be necessary.

A properly adjusted workstation allows you to adopt a natural and comfortable posture. To benefit from these adjustments, you work should be properly organized.



Organizing your **WORK** and **EQUIPMENT**.

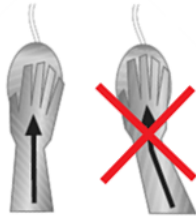
Even the most comfortable posture should be changed periodically.

EVERYTHING WITHIN REACH ...

- Place the mouse next to the keyboard and at the same height.
- Document(s) should be on a document holder that is placed between the keyboard and the screen, or next to and at the approximately the same height as the monitor.
- A task light improves lighting on the document(s) you are reading.

SIZE AND POSTION OF MOUSE

- Your mouse should be the proper size to fit your hand and be positioned directly beside your keyboard.
- Ensure your arms are close to your body and your wrist is in a neutral position while using the mouse.
- If you have a keyboard tray that is not wide enough to accommodate the mouse, consider the use of adjustable shelves that may be attached to the work surface or those that extend the keyboard tray.
- Another option is to eliminate your keyboard tray by placing your keyboard and mouse directly on the work surface. Remember to make the necessary adjustments to chair and monitor height as required.

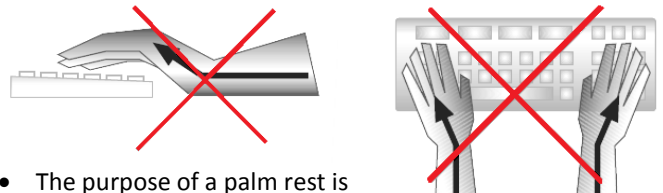


CHANGE YOUR POSTURE ...

- Tilt your chair seat and backrest to vary posture;
- Take short breaks frequently to avoid prolonged static postures;
- Alternate work at the computer with non-computer tasks;
- Adopt a work pace that is regular and reasonable for you;
- Periodically look away from the screen to a farther distance;
- Stretch regularly and perform relaxation exercises;
- Swivel your chair to face your next task instead of twisting your body.

KEYBOARD AND HAND POSITION

- Avoid extreme wrist postures when using the keyboard.



- The purpose of a palm rest is to prevent your hands/wrists from resting on hard surfaces during rest periods **between** keyboard tasks.

WORK SURFACE

- If your work surface is not adjustable, adjust the height of your chair seat so that your elbows are at the same height as the keyboard.
- The height of the chair should be adjusted considering the height of the work surface and the work being done.

FOOTRESTS

- A footrest may be necessary when the chair is raised for a worker to reach a work surface and when feet are unsupported.

BIFOCAL GLASSES

- If you wear bifocal glasses and view the screen with the lower portion of the lenses, it may help to position the monitor lower or tilt it back slightly. **WATCH OUT FOR GLARE!**

LIGHTING AND GLARE

To avoid glare and increase monitor screen visibility, you can:

- Reduce, eliminate or diffuse any overhead lighting that is reflected on your screen;
- Position your monitor so that your line of vision is parallel to the window;
- Ensure that the monitor screen has a light background colour and dark characters.
- An anti-glare screen should be avoided unless other measures are not applicable.

Please note: glare control measures should ensure that a comfortable posture can be maintained.