



Ergonomic Tips for Working from Home

A COMFORTABLE POSTURE ...

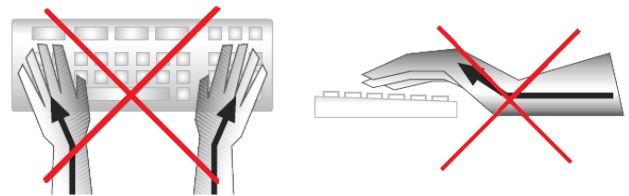
CHAIR SELECTION AND SITTING POSTURE

- Chair should provide sufficient seat padding.
- Your back: lower and mid-back should be well supported.
- Back of knees should be clear of the front edge of the seat.
- Your feet should lay flat on the floor.
- Your elbows should be at approximately the same height as your keyboard.
- Your forearms should be supported and relaxed at all times.



KEYBOARD AND HAND POSITION

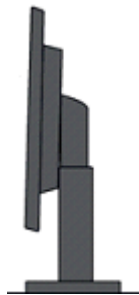
- The height of the keyboard should be approximately seated elbow height.
- Your wrists should be straight at all times and your hands in line with your forearms.



- Avoid extreme wrist postures when using the keyboard.

MONITOR POSITION, LIGHTING AND GLARE

- The monitor should be at a comfortable reading distance and height.
- Position your monitor so that your line of vision is parallel to the window.
- A task light improves lighting on the document(s) you are reading.



SIZE AND POSITION OF MOUSE

- Your mouse should be the proper size to fit your hand .
- Place the mouse next to the keyboard and at the same height.
- Ensure your arms are close to your body and your wrist is in a neutral position while using the mouse.



CHANGE YOUR POSTURE ...

- Use shortcut keys.
- Take short breaks frequently to avoid prolonged static postures.
- Stretch regularly and perform relaxation exercises.
- Periodically look away from the screen to a farther distance.

A properly setup workspace allows you to adopt a natural and comfortable posture.