



US COMPLIANCE

OFFICE ERGONOMICS 101

Finding yourself sitting more, at a computer, or at a different desk more than you are used to? Take a moment to ensure your workspace is set-up properly to help avoid and ergonomic injuries such as sprains, strains and tears.



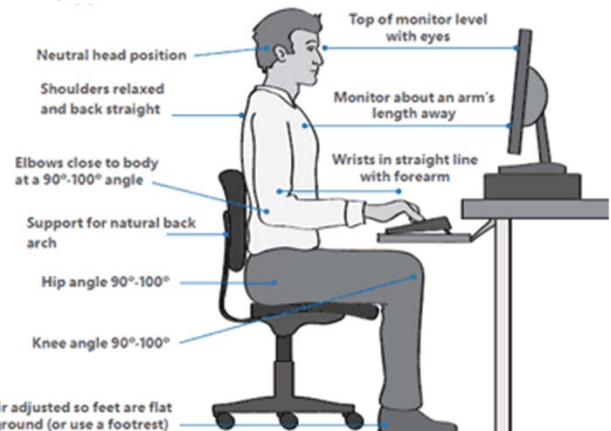
BASIC WORKSTATION SET-UP

ENVIRONMENT: Be careful of glare, reflection from windows and poor lighting which can cause eye strain; leading to headaches, sore necks, and poor postures.

CHAIR: Adjust your seat to a comfortable height. Your feet should rest on the floor. A footrest may be needed. Sit all the way back in the chair. Provide lumbar support to the small of your back, a small pillow can provide extra support.

SCREEN: Adjust your screen height after setting your chair height. The top 1/3 of the screen should be at eye level and just beyond fingertip distance away. Use books or a ream of paper to raise the monitor (this is a critical task to reduce pressure on the neck, head, shoulders, and associated ailments).

ACCESSORIES: Use a proper sized keyboard and mouse, hands resting comfortably in front of you with elbows near your sides. Ensure your wrists remain straight, in a neutral position.



ACTIVITIES TO CONSIDER

- Be aware of your posture.
- Give your eyes and body a micro-break of 20 seconds every 15 minutes; look away from your screen and move. Stand-up and move your body for 2 minutes every hour.
- Stretch throughout the day (especially your neck, wrists and lower back).

CONTACT U.S. COMPLIANCE TO ASSIST WITH A THOROUGH ERGONOMICS DESK ASSESSMENT.

CARE
PROTECT
GROW