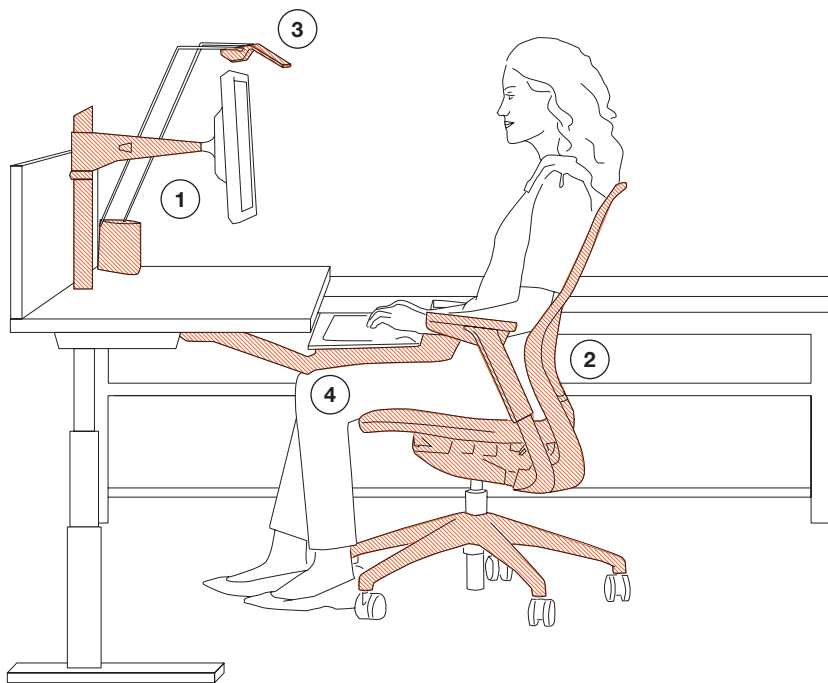


Ergonomic Setup: Personal Workspace



Creating an ergonomic workspace is an important tool in maintaining overall wellbeing as well as a healthy, productive work experience. Workspaces should be flexible and adaptable to support the various modes of work we navigate throughout the day, and enable the shifts between them. The following tips will guide you in setting up a workspace for maximum comfort and productivity.

1 Monitor arm

- + The monitor should be centered horizontally in front of you.
- + Your eyes should be closer to the top of the monitor, which should be perpendicular to your line of sight.
- + The monitor should be approximately an arm's length away from you.

2 Work chair

- + When sitting, be sure to engage with the backrest.
- + Your thighs should be parallel to the floor and your feet should be flat on the floor.
- + There should be a few fingers of space between your seat and the back of your knees.

3 Task light

- + The light should be positioned off to the side of your monitor.
- + Choose the proper level of light depending on the task at hand.

4 Keyboard support

- + You should position the keyboard support flush with the underside of your elbow.
- + Your elbows and shoulders should be relaxed.
- + The keyboard and mouse should fit within the space between your shoulders.