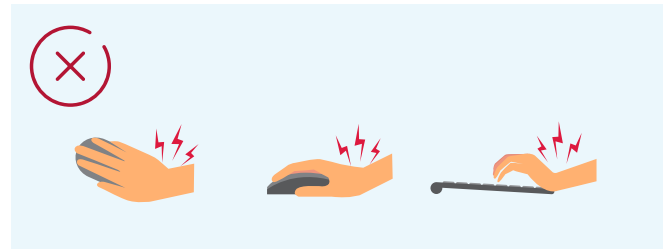
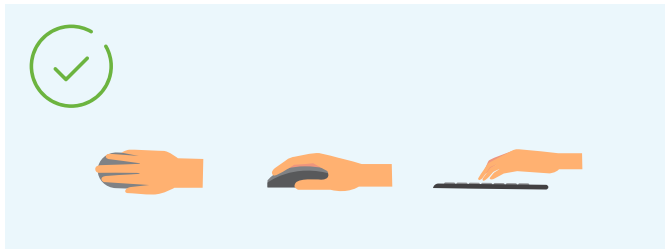
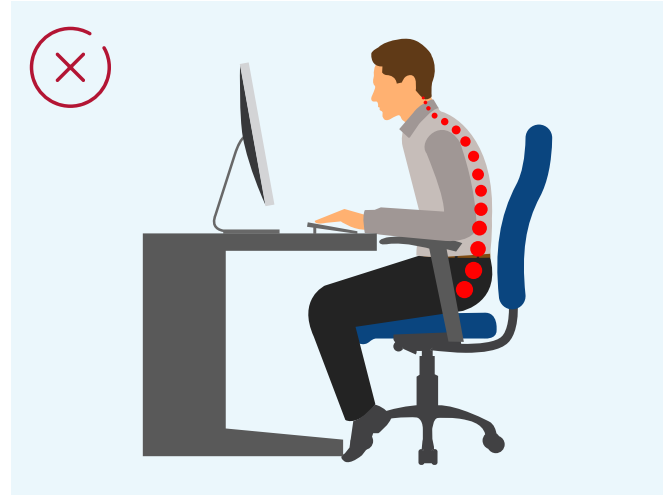


Office Ergonomic Tips



- + Sit tall with your neck upright. Sit completely back in chair. Relax your shoulders.
- + Fit your upper body to your workstation with your elbows close to your body and flexed at 90 degrees. Raise or lower your chair to fit your upper body to the workstation.
- + Adjust your chair to provide support for your low back and arms.
- + Position keyboard directly in front of monitor.
- + Keep wrists in a neutral posture for keyboarding tasks. Flatten keyboard to avoid wrist extension.
- + Position mouse next to keyboard, on same level close to each other.
- + Adjust top of monitor screen to just below eye level. Use a monitor riser as necessary.
- + Position items directly in front of you. Use a copy stand to decrease neck strain.
- + Keep your feet flat on the floor or supported on a footrest.
- + Perform workstation stretches throughout the workday.
- + 20/20/20 Rule: blink/breathe/break
Every 20 minutes, look 20 feet away for 20 seconds.
- + Adjust room lighting to prevent screen glare. Add a task light or close blinds if needed.
- + The distance from your body to the monitor should be approximately an arm length away with your fingertips outstretched.

For more ideas, visit [Blog.OhioHealth.com](https://blog.ohiohealth.com)