

# TOP TEN WAYS TO MAKE WORK STATIONS MORE COMFORTABLE

1. Position your computer screen away from bright light sources. The screen should be at 90 degrees to a bright light source

- A. Don't put the screen against a window
- B. Look out the window over your shoulder



2. If you have bright reflections in your screen *tilt* the screen to eliminate them.

3. Keep your shoulders relaxed and your elbows bent at about 90 degrees when typing.

- A. Keep the keyboard in front of you and develop a relaxed typing position
- B. Raise your chair, lower the keyboard to achieve the 90 degree angle in the elbows
- C. Don't reach out to the keyboard



4. Don't hold the phone between your shoulder and ear. This can cause shoulder and neck aching.

- A. Hold the handset with your hand
- B. Put the phone on hold or speaker when retrieving information

5. Adjust your chair so that:

- A. Your elbows are at 90 degrees when you are typing
- B. You can sit back in your chair and let the chair back support you
- C. You feel the lumbar support at you beltline



6. Have a cushion for you wrists to rest on when finished typing.

7. Don't reach out to your mouse, keep it close and keep your wrists straight when using it.

8. Change tasks for 5 minutes when you have been doing something repetitive for an hour.

9. Arrange materials that you use often so that they are close to you.

A. Move the phone close to the keyboard

B. Move frequently accessed books and equipment close in.

10. Minimize twisting when working.

A. Don't twist to type or answer the phone

B. Don't twist to file

C. Don't reach and twist to get to overhead storage, stand and reach instead.

