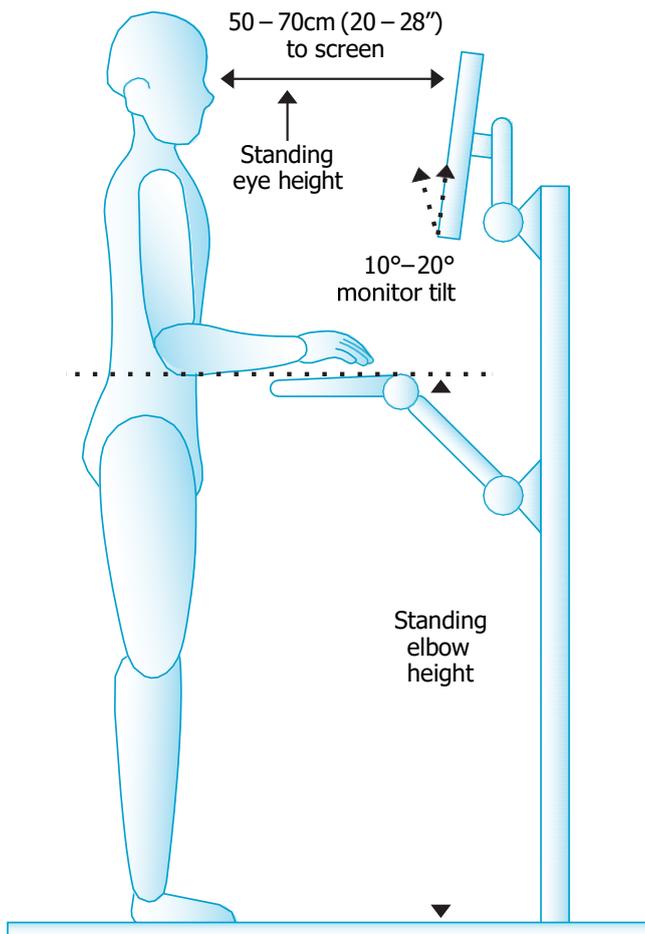


# Workstation ergonomics



## Posture

### Head

You should look straight ahead and with your head balanced directly above your shoulders.

close to the body and bent at 90° when using the keyboard or mouse.

### Back

You should be in a straight and upright position - shoulders should be relaxed, not raised.

### Feet

Should rest flat on the floor. When sitting, use a footrest if needed and avoid keeping your legs crossed for long periods of time. When standing, anti-fatigue mats can also help reduce back and leg pain by promoting better blood circulation.

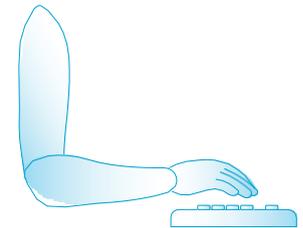
### Arms

Keep your elbows tucked in

## Keyboard and mouse

### Keyboard

The keyboard should be directly in front of you and positioned near the front edge of the desk with a small space for resting your wrist when not typing.



### Mouse

The mouse should be as close as possible and your wrists should be straight and

flat when using keyboard or mouse; not tilted up or down.

**Recommendation: Take a break of 1-2 minutes every 30 minutes to move your body and increase circulation.**

## Desk

### Chair

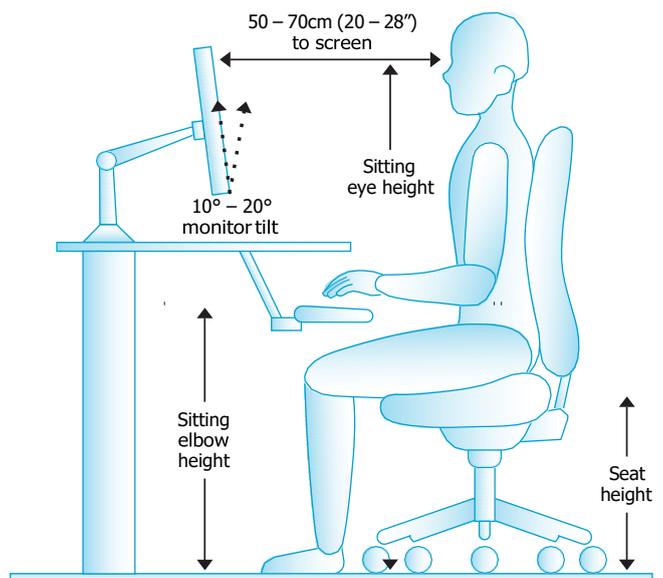
Adjust the height of your seat so that your forearms are parallel with the desk and your thighs are somewhat horizontal. Armrests should be adjusted to support the forearms in the correct position. A proper backrest should support the entire back including the lower region. The seat and backrest of the chair should be easily adjustable and support a comfortable posture that permits frequent variations in the sitting position and reclining ability.

There should be no pressure from the chair to the back or the knees.

### Screen

The screen should be directly in front of you and at least an arm's length away. The top of the monitor should be set at eye level, tilted at about 10–20°. Your eyes should look down at the screen without bending the neck.

Eliminate glare from your monitor and workstation to ensure adequate lighting for reading.

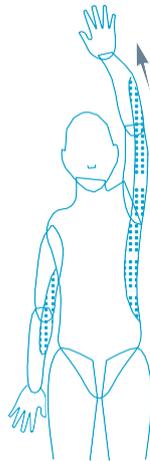


# Stretching exercises

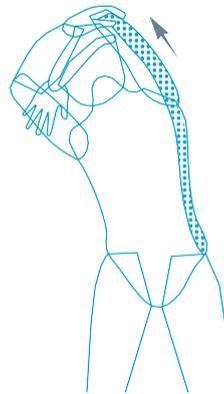
Do these quick stretches regularly to reduce fatigue and avoid injury. Pain and discomfort are warnings that you need to make changes to your workstation or method of work.

## Steps

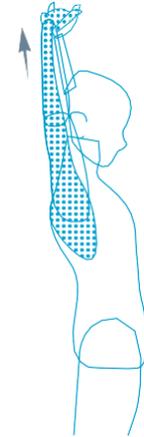
1. 8–10 seconds on each side
2. 8–10 seconds on each side
3. 15–20 seconds
4. 3–5 seconds - three times
5. 10 seconds
6. 10 seconds
7. 10–12 seconds for each arm
8. 10 to 20 seconds - twice
9. 8–10 seconds on each side
10. 8–10 seconds - twice
11. Shake hands for 8–10 seconds



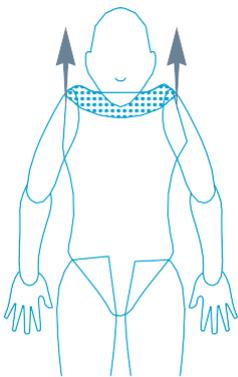
1.



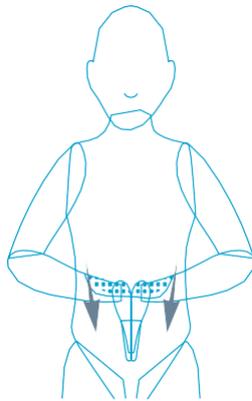
2.



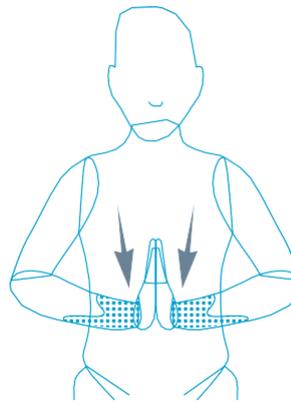
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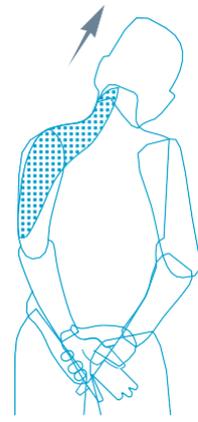
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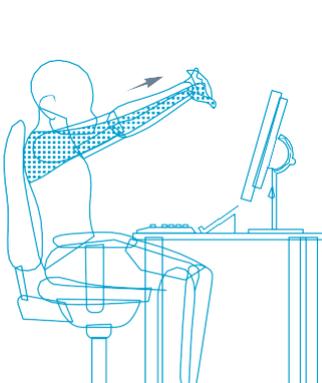
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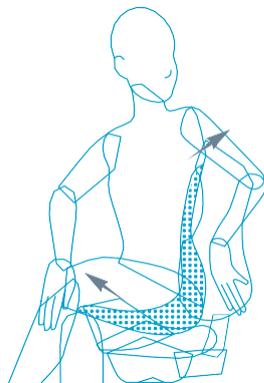
6.



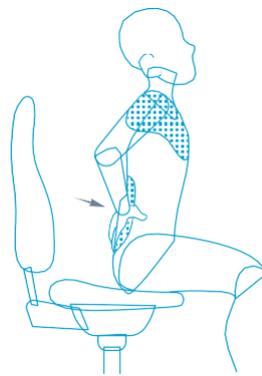
7.



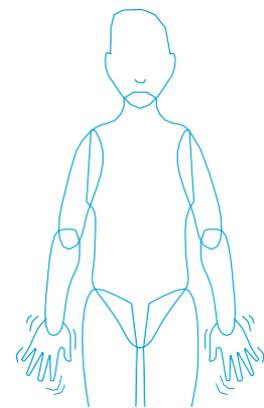
8.



9.



10.



11.

**Recommendation: Take a break of 1-2 minutes every 30 minutes to move your body and increase circulation.**