



Easy reach - Do not stretch to reach objects on your desk; ensure they are within easy reach. Optimum reach for frequently used objects is up to **18 inches**.

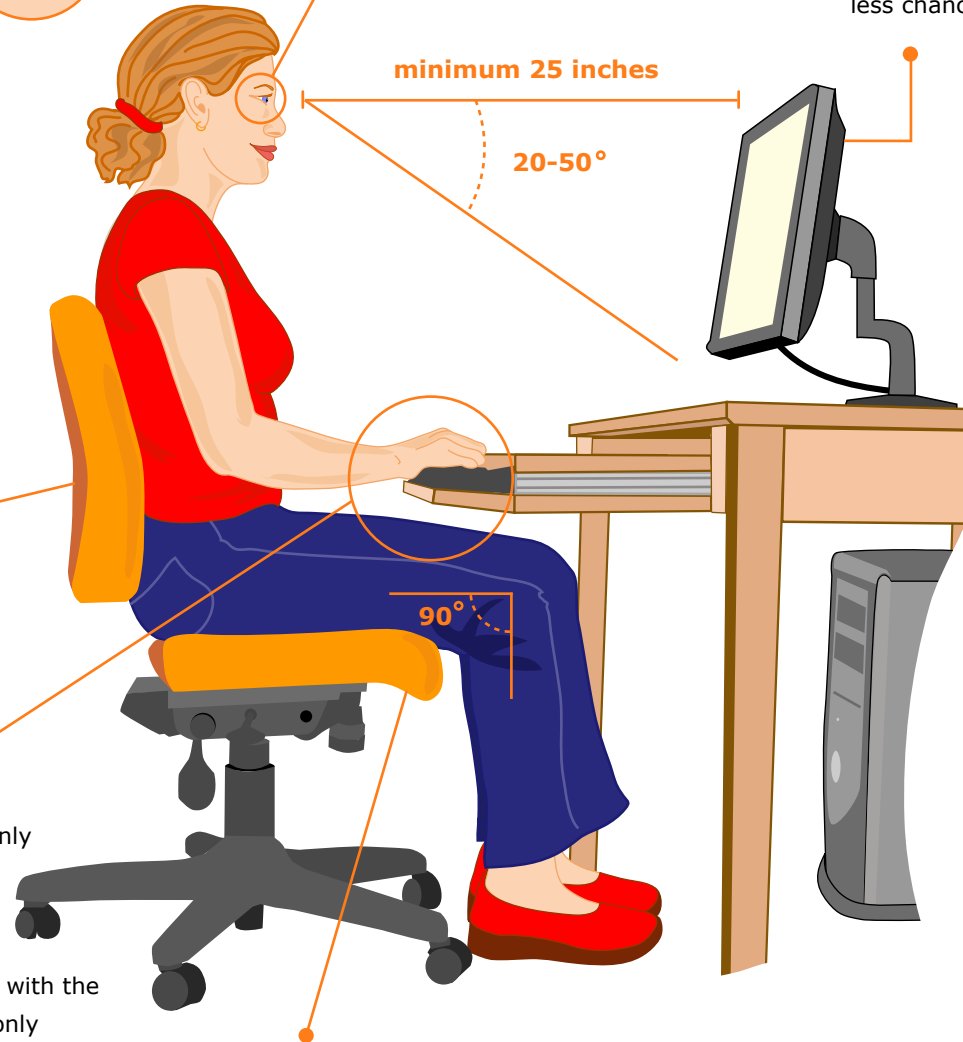


Back support - Don't sit straight upright, it is fine to lean back slightly. Chair should be reclining so that the back of the chair takes most of the strain. The lower back should be supported (a cushion can work well).

Wrists and Keyboard - Your wrists should be straight, not tilted up or down. Use the wrist rest only when you are resting, not when you are typing or using the mouse. The keyboard should be as close to lap height as possible. If necessary you should raise your chair. Most actions can be done very simply with the keyboard in a few key presses. Try to use the mouse only when you have to.



Your eyes - Every **20 minutes** make sure to look at least **20 feet away for 20 seconds**. Your eyes should not focus on something so close for so long without a break.



The monitor - The monitor should not be too close, keep it pushed away but make sure you can still read it! It should be placed a minimum of 25 inches away. The monitor should be at a 20-50 degree angle, which means your eyelids cover more of your eyeball giving less chance of getting dry eyes.

Lighting - Lighting is very important to preserve your eyes. Do not have too much glare on the screen. Rooms with a computer do not need so much lighting as other rooms. Allow for enough light to see any documents you are reading by the computer.

Contrast - Contrast is very important. There should not be too great a contrast between your screen and the light around it. Do not put your monitor in front of a window, if you do make sure to filter the light.

Take a break - it is **most important** to move freely and change position easily. Take a 10-15 minute break and walk away every hour.



Be comfortable - Your seat should not be lower than your knees. Space should be available either side of your legs. Knees should be at 90 degree angle!