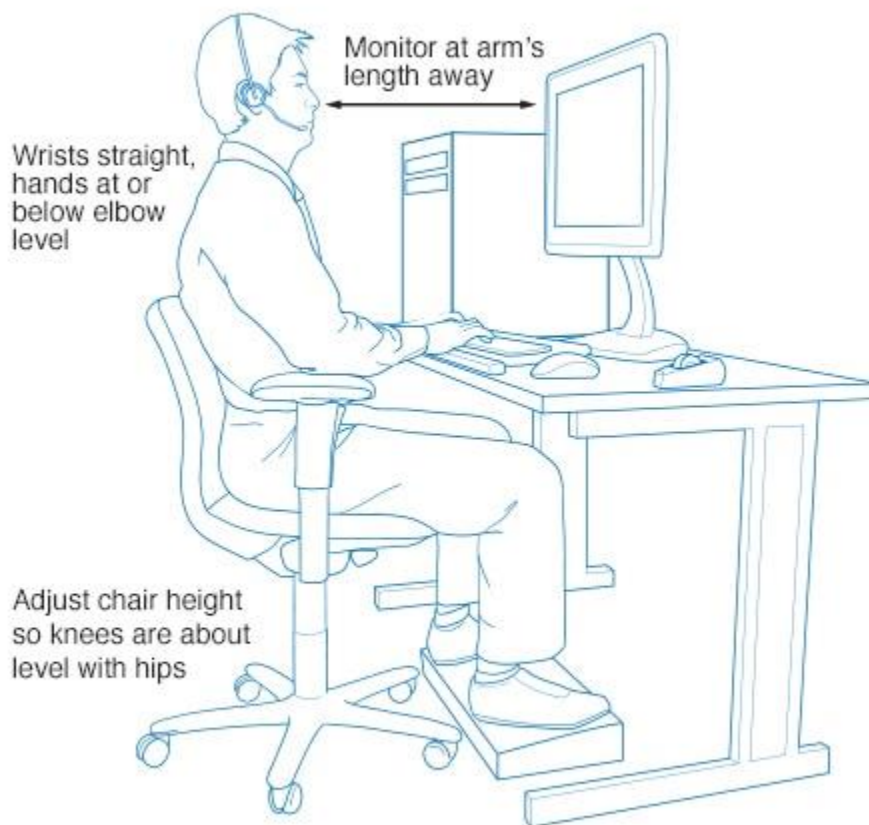


OFFICE ERGONOMICS

Office ergonomics is the science of designing and arranging an office workstation so that it fits the natural physical capabilities and limitations of the worker.



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Key Workstation Setup Guidelines

- **Chair:** Adjust seat height so feet are flat on the floor or on a footrest, knees are at a 90-degree angle, and the backrest supports your lower spine's natural lumbar curve.
- **Keyboard & Mouse:** Position them at elbow height with elbows bent at roughly 90 degrees and wrists kept in a straight, neutral posture.
- **Computer Monitor:** Place the screen directly in front of you about an arm's length away, with the top of the monitor at or slightly below eye level.
- **Movement Breaks:** Stand up, stretch, or change your posture for a short break every 30 to 60 minutes.