



## ***SAFETY FIRST***

### **Workplace Ergonomics Tips**

- 1.) Follow the 90-90 rule! Position your elbows, hips, knees, and ankles in a 90 degree position for optimal alignment.
- 2.) Keep your feet flat on the floor so that it distributes your weight evenly. Dangling feet cause pressure on the legs, making other body parts compensate. Use a footrest if your feet do not reach the floor.
- 3.) Choose a good chair and make sure your bottom is positioned all the way to the back. The back of your knees should be two finger-widths apart from the seat's edge.
- 4.) Keep your wrists straight, relaxed and in a neutral position in line with your forearm. When typing, the best practice is to keep your wrists floating rather than resting them on a wrist pad. But if you choose to use a wrist pad, rest the heels of your palms and not your palms. If possible, use the wrist pad between typing movements and not during typing.
- 5.) Position the top of your computer screen at eye level to prevent eye and neck strain.
- 6.) Look away from computer screen frequently to allow muscles inside the eyes to relax. Focus on items that are away from you in 5 feet increments up to 20 feet for about 1 minute. Blink your eyes rapidly to refresh tear film and clear dust. Another tip: Look at the color green to soothe eyes. Studies have shown that the color green is calming for the eyes.
- 7.) Perform back, shoulder, and wrist stretches and shoulder shrugs at least every hour to prevent body strain and stress.