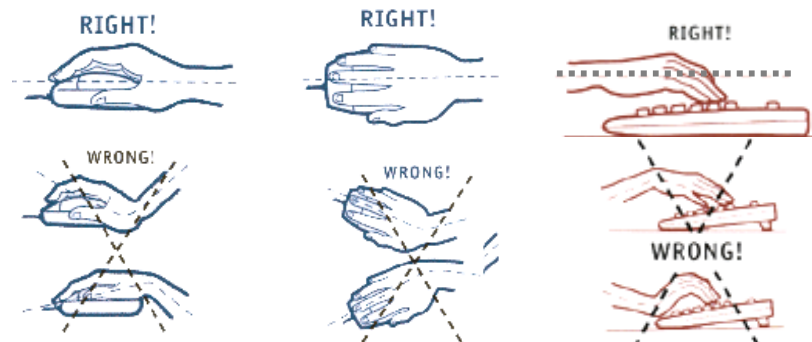
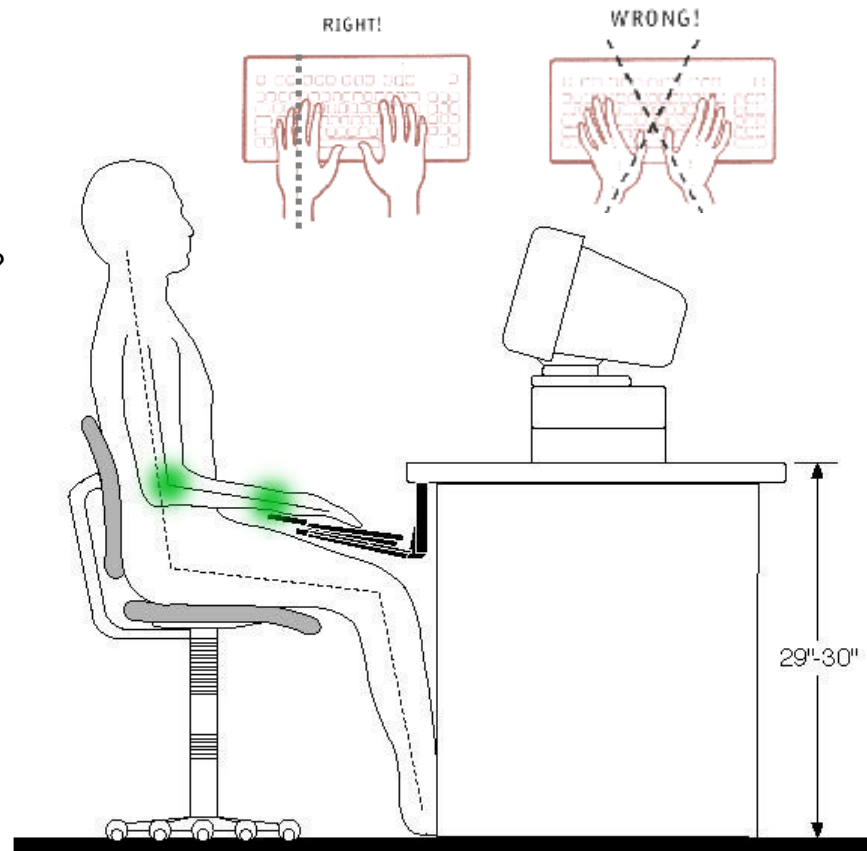


# Comfort Tips at a Glance

## HOW YOU WORK

1. Are you resting against your chair's backrest with your shoulders relaxed?
2. Are your wrists neutral (straight and flat) when you keyboard or use your mouse?
3. Do you use a wrist rest to support your palms **between** keying and mousing activities?
4. Do you avoid bending and twisting at the waist when seated?
5. Do you use a telephone headset or hold the receiver instead of cradling it on your shoulder?
6. Do you take micro-breaks through out the day to avoid prolonged sitting or computer work?
7. Do you vary work tasks whenever possible to avoid prolonged keyboarding?
8. Do you use a light touch when keyboarding?
9. Are your feet flat on the floor or on a footrest when sitting?

***For additional information  
For assistance please  
contact your supervisor.***



## YOUR CHAIR

1. Is your chair adjusted so that your hips, knees and elbows are bent to near 90°?
2. Are your hips positioned all the way back into your chair?
3. Are your hips and knees level, parallel to the floor?
4. Is there three finger's width between the back of your knees and your seat cushion?

## YOUR WORK STATION

1. Is the top of your monitor near eye level? If you wear glasses with multiple corrections, are you able to look at your monitor without tilting your head back?
2. Is your monitor adjusted so that the contrast is high and brightness is low?
3. Is your monitor positioned to minimize glare and reflection on the screen from overhead lights and windows?
4. Is your monitor screen free of dust and fingerprints?
5. Is your keyboard and monitor positioned directly in front of you?
6. Do you use a document holder when keying information from paperwork?
7. Is your mouse placed within easy reach?