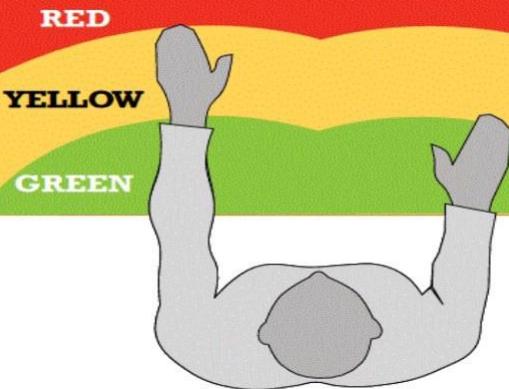




OFFICE ERGONOMICS WORKSTATION LAYOUT (1)

Workstation Layout



Frequently used objects should be located up close in the “**GREEN**” zone.

Objects that are used less often can be placed in the “**YELLOW**” zone.

Seldom used object can be placed in the “**RED**” zone.

Move them the “**GREEN**” or “**YELLOW**” zone when you need to use them.

FILE IT

Keep related papers in folders, and only keep relevant folders on the desk.



MONITOR

It should be at eye-level and an arm's length away from your body.



PHONE

Keep it on your dominant side to avoid reaching across your body.



DON'T GET TOO PERSONAL

Keep no more than three personal items on a desk to avoid distractions.



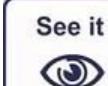
WHITE SPACE

Maintain a clear paper-sized space at your dominant side to make reviewing, signing and organizing papers easier.



LIMIT SUPPLIES

Only keep office supplies that you use every day.





OFFICE ERGONOMICS

WORKSTATION LAYOUT (2)

Best Practices

- If you use your phone for extended periods of time during the day, consider using a headset or our speaker phone.
- Sit up straight! Your ears should be above your shoulders and your spine and neck lined up.
- Maintain a neutral arm position! Your forearms, wrists, and hands should be in line.
- Alternate jobs throughout your workday. This will reduce fatigue.
- Take periodic breaks to rest and re-energize.

Incorrect Posture



- ✖ Neck Pain
- ✖ Shoulder Pain
- ✖ Back Pain

Correct Desk Posture



- ✓ Reduced Neck Pain
- ✓ Reduced Shoulder Pain
- ✓ Reduced Back Pain



- ✓ Muscle Pain Eliminated
- ✓ Improved Productivity
- ✓ Improved Metabolism

- Elbows Below Hands
- Slouching Over Keyboard
- Monitor Too Low
- Feet Out of Place

- Arms at 90 Degrees
- Monitor Straight Ahead
- Sitting Straight Up
- Feet Flat on the Floor

- Arms at 90 Degrees
- Monitor Straight Ahead
- Standing Straight Up
- Feet Flat on the Floor

