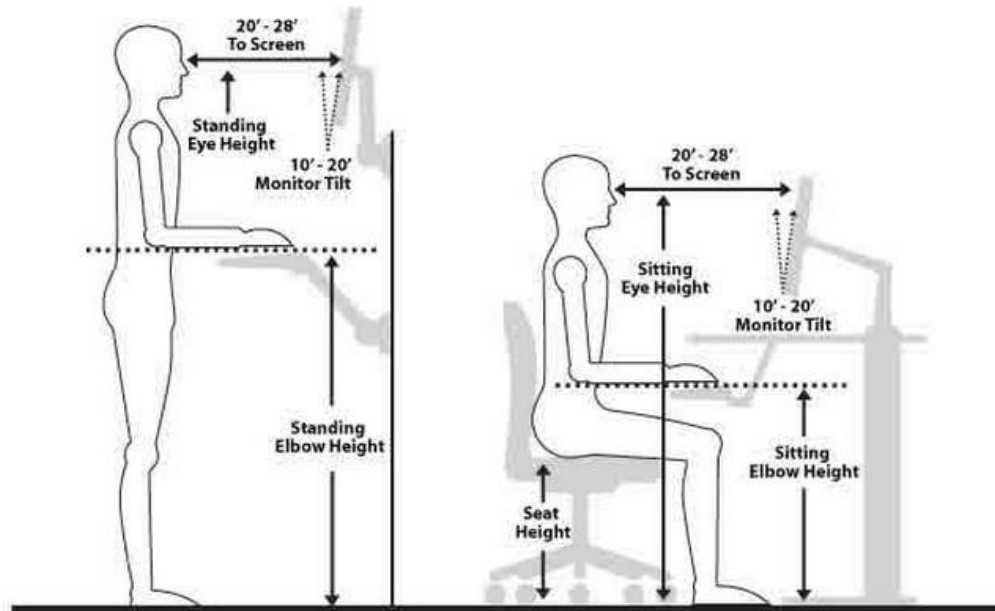


DYNAMIC WORK STATION

Making Your Work Day Healthier: Setup



- **The chair** should positively support your body. Lock the back when using the keyboard; place the curve of the seat back in the curve of your low back; 2-3 inches of space from the front of the seat pan to the backs of your knees; feet fully supported on floor or footrest.
- **Keyboard and Mouse** should be on the same plane and the top of the keys should be at the same height as your elbow. The mouse should be as close to your centerline as possible. Avoid reaching beyond the width of your shoulders.
- **Monitor/s** 20-28 inches from your eyes and at or just below eye height.
- **Documents** slightly tilted towards your eyes and lighted with a task light.
- **Lighting** reduce/eliminate any direct light in your eyes. Avoid glare on the computer screen.

Movement is the Key to Comfort

- **Footwear** should be comfortable supportive. Fashion and function might clash let function rule the day.
- **Sitting or Standing:** change your position at least every 20-30 minutes. In an eight hour day 16 position changes would be normal. Try to attain a 1:1 ratio between sitting and standing. Everybody has different tolerances find a cycle that works for you and change your position often.
- **Stretch Breaks** is a time to reset your body. Walk away from the work station and go move your body around to break up static sitting and standing postures.
- **Shift your body** when either sitting or standing. Shift your weight around your buttock in the chair and hips/legs when standing. Flex knees and pump your feet. Any movement will reduce fatigue and improve comfort. It's easier to move than to stay in one position for long periods of time.
- **Dynamic work environment:** find opportunities to reduce static posture. Walk to the printer, take the stairs, have a walking meeting, bike or walk to work.
- **Walk/exercise** at lunch or the end of the day to run you internal filter and nourish the body.