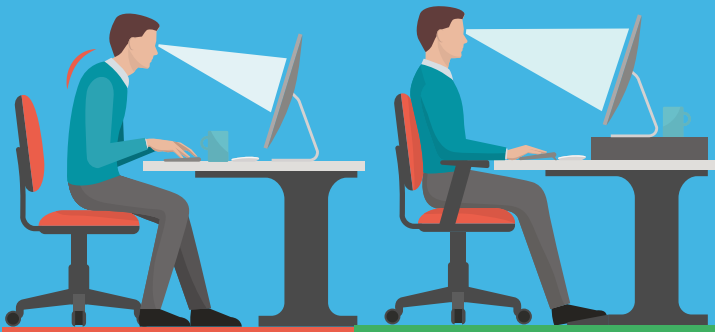


TIPS FOR LAPTOP USERS

- Don't slouch
- Place the screen at eye level
- Use a real keyboard
- Use a separate mouse
- Use a larger screen if possible
- Prop up your feet
- Make your chair work for you
- Take brief breaks every half hour



STAY FIT WHILST WORKING

- Take short 1-2 minute stretch breaks every 20- 30 minutes
- Avoid eye fatigue by resting and refocusing your eyes periodically. Look away from the monitor and focus on something in the distance
- Rest your eyes by covering them with your palms for 10-15 seconds
- Use correct posture when working. Keep moving as much as possible



Tips

- ✓ Work in neutral postures
- ✓ Reduce excessive force
- ✓ Keep everything in easy reach
- ✓ Work at proper heights
- ✓ Reduce excessive motions
- ✓ Move, exercise, and stretch
- ✓ Maintain a comfortable environment

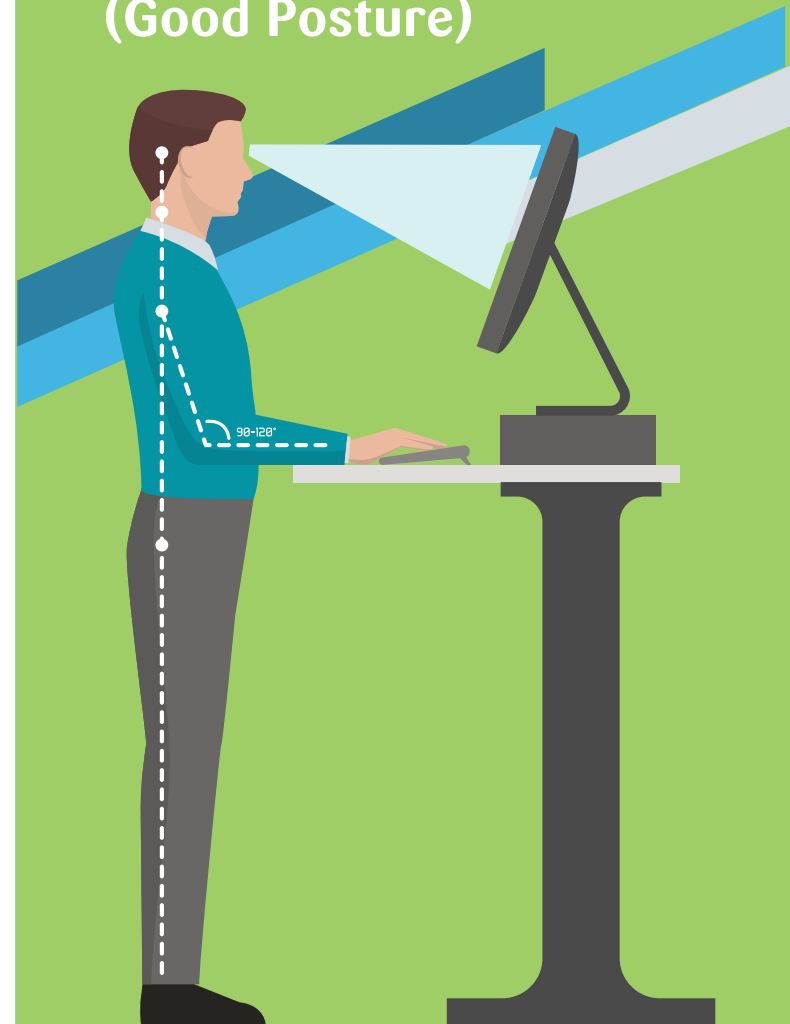
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ERGONOMICS (Good Posture)

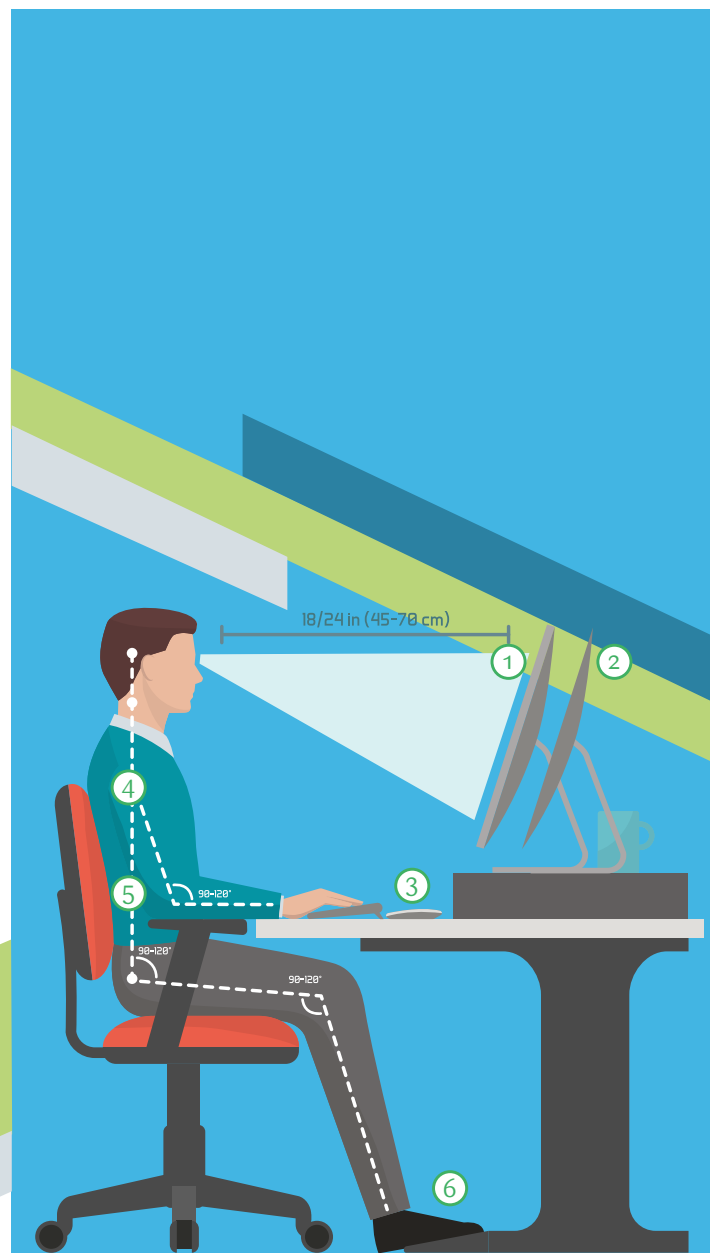


WORK ERGONOMICS INTO YOUR WORKDAY

Ergonomics is the science of fitting workplace conditions and job demands to the capabilities of the working population. Effective and successful “fits” assure: high productivity; avoidance of illness and injury risks; and increases satisfaction among the workforce.

- ✓ Ergonomic injuries account for onethird of all work-place related injuries.
- ✓ 600,000 office workers each year miss at least one day of work due to ergonomic injuries.
- ✓ Carpal Tunnel Syndrome comprises 13% of all workplace injuries.
- ✓ Work musculoskeletal disorder (WMSD) account for \$20 billion in direct costs each year and \$100 billion in indirect costs

**SOLVING OFFICE
ERGONOMIC PROBLEM**



TOP COMFORT TIPS FOR COMPUTER USERS

- ① Keep top of screen at or near eye level
- ② Use a document holder while typing
- ③ Place mouse next to keyboard, within a comfortable reach
- ④ Relax your shoulders and sit with your back supported against the back rest
- ⑤ Keep elbows at 90- degree angles at your sides and wrists straight
- ⑥ Rest your feet firmly on floor or footrest

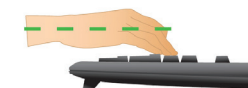
USING KEYBOARD

- ✓ Place your key board and monitor in front of you, not to the side
- ✓ Elbows close to the body
- ✓ Wrists flat and in line with the forearms
- ✓ No wrist rest while typing
- ✓ Give your hands regular rest

RIGHT!



RIGHT!



WRONG!



WRONG!

