



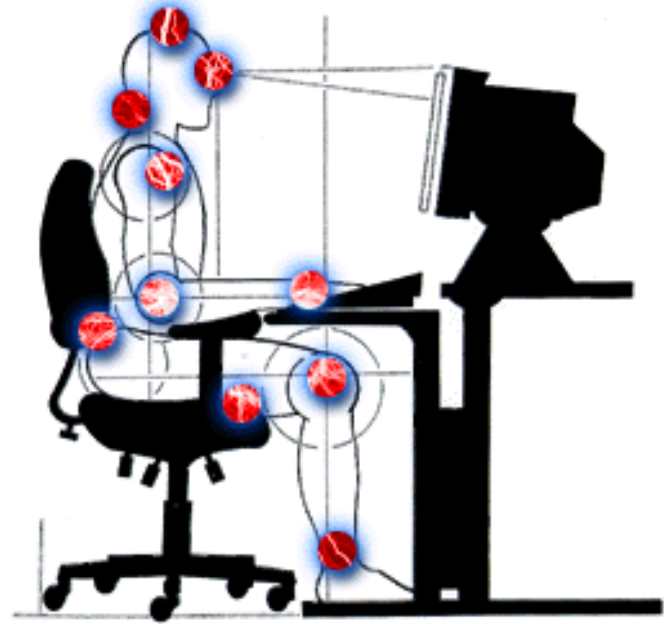
WorkWise Ergonomics

1. Ergonomic Chair

- To support the lower back in a neutral curve and contour the rest of the spine.
- To support the elbows to maintain the forearms parallel to the floor.
- Height is adjustable.
- Back support may be tilted (adjustable).
- Both feet can be on a small foot rest.

2. Monitor

- Forehead should be inline with the top of the monitor or just below.
- Eyes should focus just below the horizontal.
- Place the screen a minimum of a full arm's length distance away.
- Monitor should be directly in front of you, avoiding a static rotation in the neck or back.



3. Keyboard & Mouse

- Forearms and wrists should be in a straight line, at elbow level or slightly below.
- Forearms should rest comfortably on armrests, this alleviates neck tension.
- Keyboard & mouse trays installed on the underside of the desk help to reduce tension in the shoulders, arms and wrists.

4. General Workstation Posture Tips

DO use a **headset** whenever you are on the phone for more than a few minutes.

DO keep a **light grip** on your mouse.

DO rest your eyes periodically by looking away from the screen at something farther away.

DO NOT forget that even with great ergonomics the body is not designed to sit for long periods. Get up and stretch often. This helps ease muscle tension, increase blood flow and ultimately reduce injury.