



ERGONOMIC OFFICE ENVIRONMENT

SCREEN

Your computer screen should be directly in front of where you are sitting. Your eyes should be in line with the top of the screen and arm length away (50-55cms)

Use the 20/20/20 rule. Have regular eye breaks where you look 20 meters away, for a period of at least 20 seconds, repeating every 20 minutes.

CHAIR

The chair height and back should both be adjustable. Armrests should be adjustable and fit under the desk.

Using an exercise ball can be a good alternative, as long as correct body position is maintained

ARMS

Position your keyboard and mouse straight in front of you with your wrist and forearms supported on the desk.

When using the keyboard and/or mouse, keep shoulders relaxed and elbows resting comfortably straight down from your shoulders, elbow angle 90 - 100 degrees.

SIT TO STAND DESK

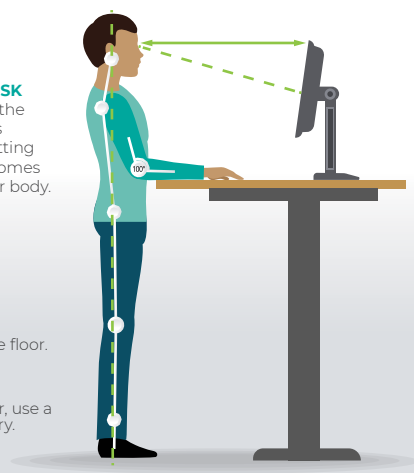
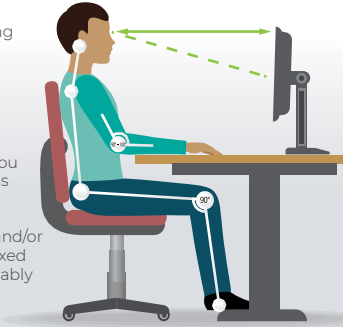
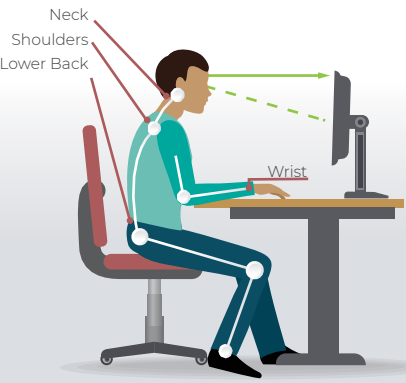
you should follow the same principles as indicated in the sitting position when it comes to positioning your body.

LEGS

Legs parallel to the floor.

FEET

Parallel to the floor, use a footrest if necessary.



WRONG SITTING POSITION



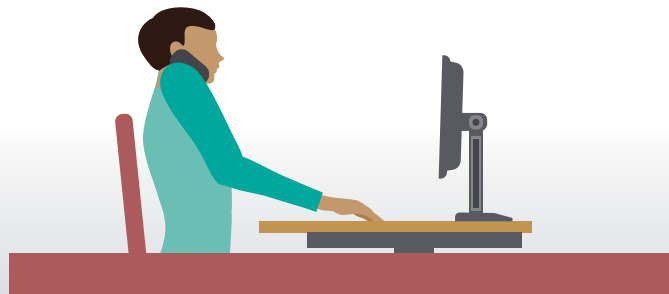
CORRECT SITTING POSITION



CORRECT SITTING POSITION

PHONE

Avoiding holding your phone between your ear and shoulder.



WRONG USE OF PHONE

PHONE

If possible and available use a headset or earphones.



CORRECT USE OF PHONE

For more information click onto www.marcusy eo.com/ergonomics