

YOUR GUIDE

To a Comfortable Workstation



MINNESOTA COUNTIES INTERGOVERNMENTAL TRUST

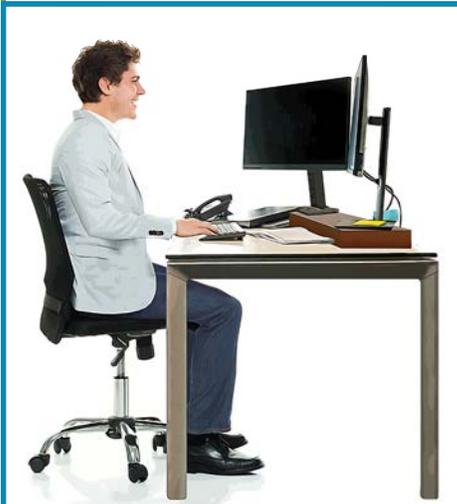


YOUR CHAIR

Your chair has a number of adjustments to help support good posture. Familiarize yourself with these features. A properly adjusted chair can help prevent back and neck pain, circulation problems and fatigue.

REVIEW AND ADJUST

- Chair height is adjusted so your forearms and thighs can be parallel to the floor
- Lower back is fully supported (use extra lumbar support if necessary)
- At least 1 to 2 inches is between the front of the seat and the back of your knees
- Feet rest comfortably on the floor or a footrest
- Armrests are used only to help you get out of the chair, not to lean on while you work



YOUR POSTURE

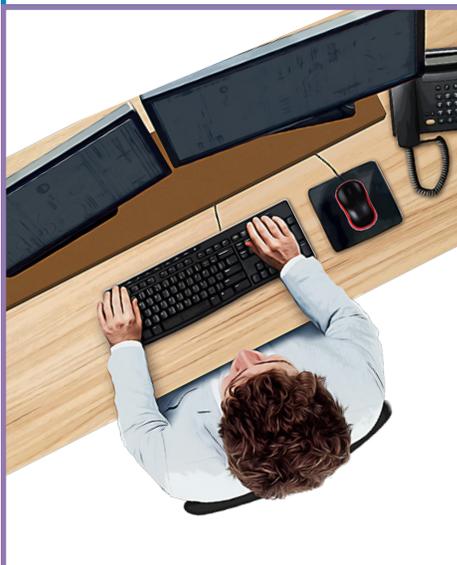
While seated at the workstation, your posture should be relaxed and comfortable.

REVIEW AND ADJUST

- Ears, shoulders and hips are aligned, maintaining the back's natural curves
- Shoulders are relaxed
- Head and neck are upright and straight when using the phone

Type Like a T-rex

- Elbows are close to your body
- Forearms are parallel to the floor
- Wrists are straight in line with forearms
- Avoid reaching
- Knees are even with or slightly lower than your hips, creating a 90 degree to 110 degree angle



YOUR WORK SPACE

Proper positioning of your workstation can help reduce reaching and strain.

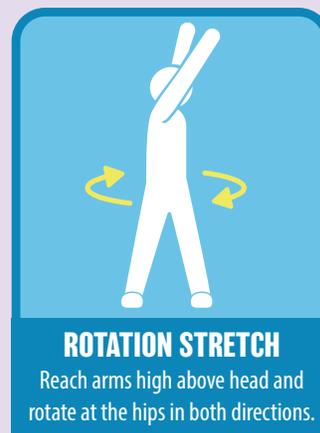
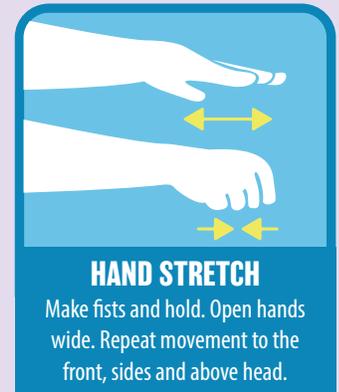
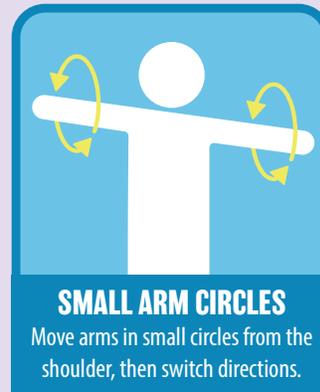
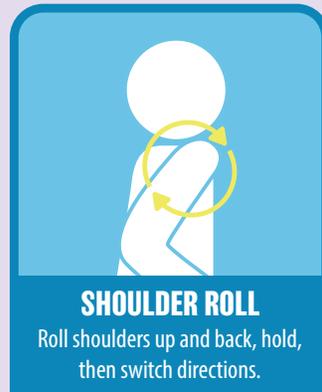
If you use multiple monitors, position them so the screen most frequently used is directly in front of you. If you use monitors equally, position them so your line of sight is equal between them.

REVIEW AND ADJUST

- Monitor(s) is directly in front of you at easy reading distance
- Monitor(s) is at a height where your head and neck are neutral (no tilting of head up or down)
- There is no glare into your eyes from monitor or other sources
- Copy holder is at same height and distance as screen
- Use wrist rest, if necessary, to support your wrists and keep them straight
- Mouse is adjacent to and level with the keyboard
- Objects you use frequently are within easy reach

MAKE **MINI BREAKS** A PART OF YOUR DAILY ROUTINE

It is important to take short breaks to move. Incorporating some of the following stretches into a daily routine of mini breaks at least every hour improves circulation and relieves muscle tension. Work with your supervisor regarding work-related pain or discomfort.



HAND AND WRIST EXERCISES

Perform the exercises in cycles of five—both hands at the same time. Repeat the cycles three to four times per day.

