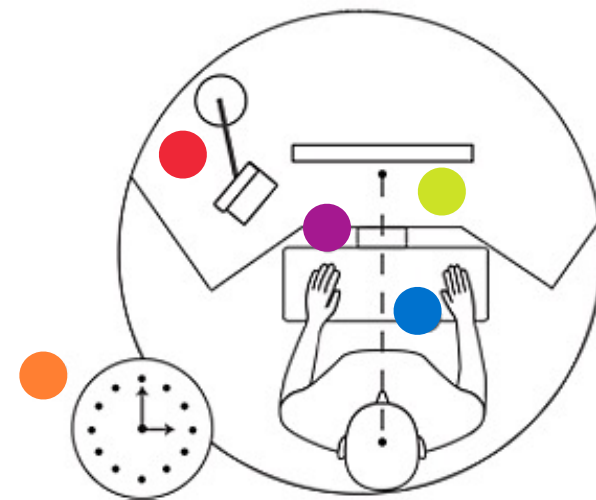
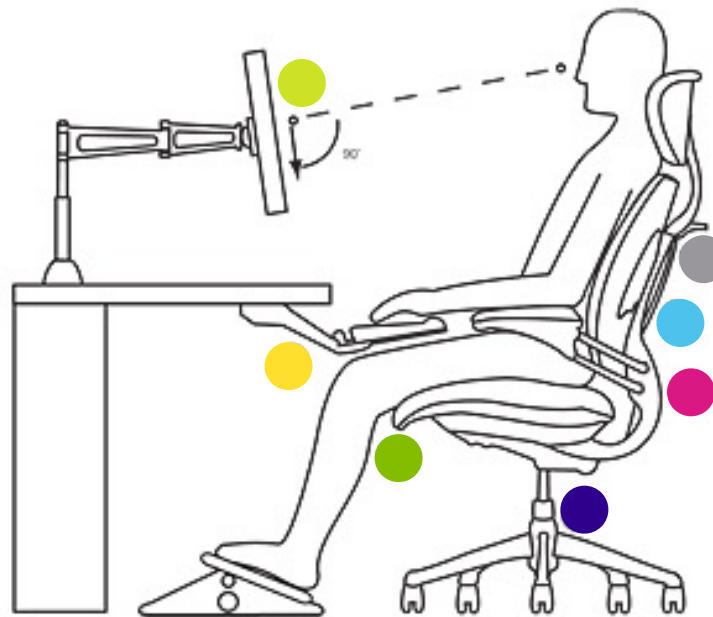





ERGONOMICS TIPS + PROPER FORM


SQUAREONE
INTERIORS





 Raise or lower your seat so your thighs are parallel to the floor and your feet are flat on the floor or a footrest.


 Adjust the depth of your seat pan so you have at least 2" of clearance between the back of your knees and the front of the seat.


 Adjust the height of your backrest so it fits comfortably on the small of your back.


 Adjust your chair's recline tension, if necessary, to support varying degrees of recline. **Avoid using recline locks.**


 Lean back and relax in your chair to allow the backrest to provide full support for your upper body.


 Position your keyboard support 1 – 1.5" above your thighs and angle the keyboard so it slopes slightly away from your body. Be sure to keep your wrists in a straight, neutral posture while typing, and rest the heels of your palms—not your wrists—on a palm support.

 Position your mouse close to the keyboard— **Avoid anchoring your wrist on the desk.** Glide the heel of your palm over mousing surface and use your entire arm to mouse.

 Position your monitor at least an arm's length away with the top line of text at or just below eye level. Tilt the monitor away from you slightly, so your line of sight is perpendicular to the monitor.

 Position your task light to the side opposite your writing hand. Shine it on paper documents but away from your monitor to reduce glare.

 Align your monitor and the spacebar of your keyboard with the midline of your body. Arrange frequently used work materials within easy reach to minimize twisting and reaching.

 Take two or three 30- to 60-second breaks each hour to allow your body to recover from periods of repetitive stress.

Do you have the proper ergo tools? Call 913 747-4669 for a self evaluation survey or a free ergonomic assessment!