



NATIONAL **SAFETY** MONTH 2015



# It doesn't hurt to sit right

Give your workstation an ergonomic audit and avoid injury.

## MONITOR

The screen top should be just below eye level.

## KEYBOARD & MOUSE

Keyboards should be adjusted to maintain a neutral position. Your mouse should be close by.

## DOCUMENT HOLDER

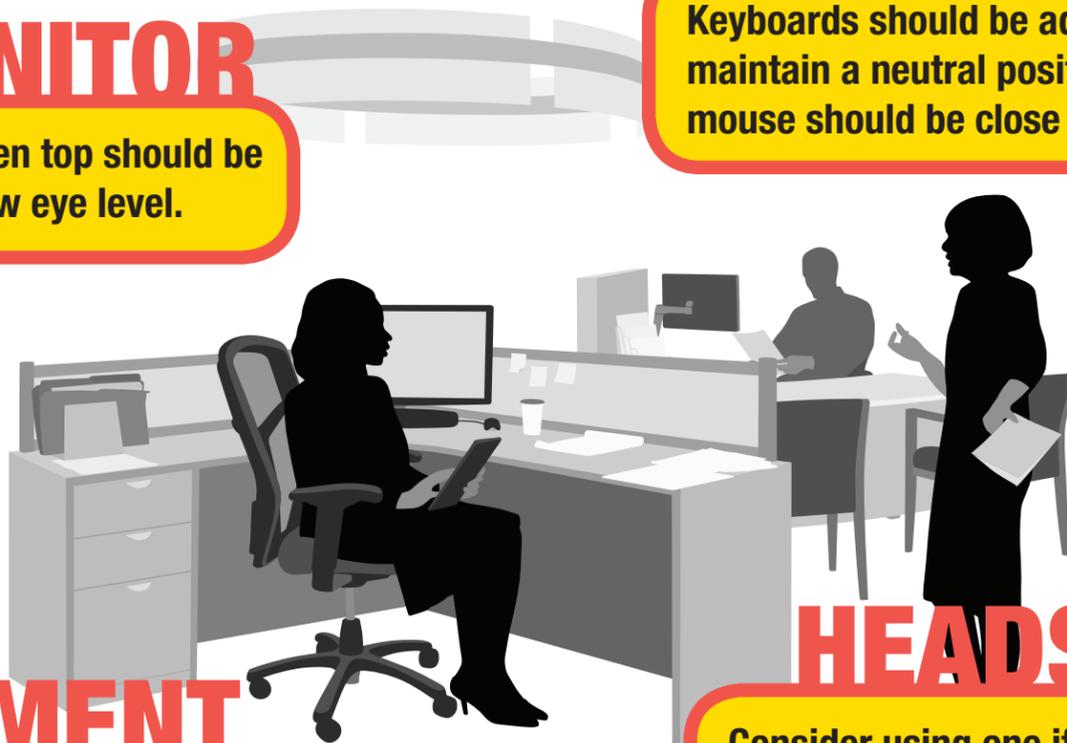
Recommended if you frequently switch between the screen and paper.

## HEADSET

Consider using one if you're on the phone two or more hours a day.

## CHAIR

Make sure the seat back supports your lower back. Armrests should keep elbows close to the body and your feet should be flat on the floor.



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