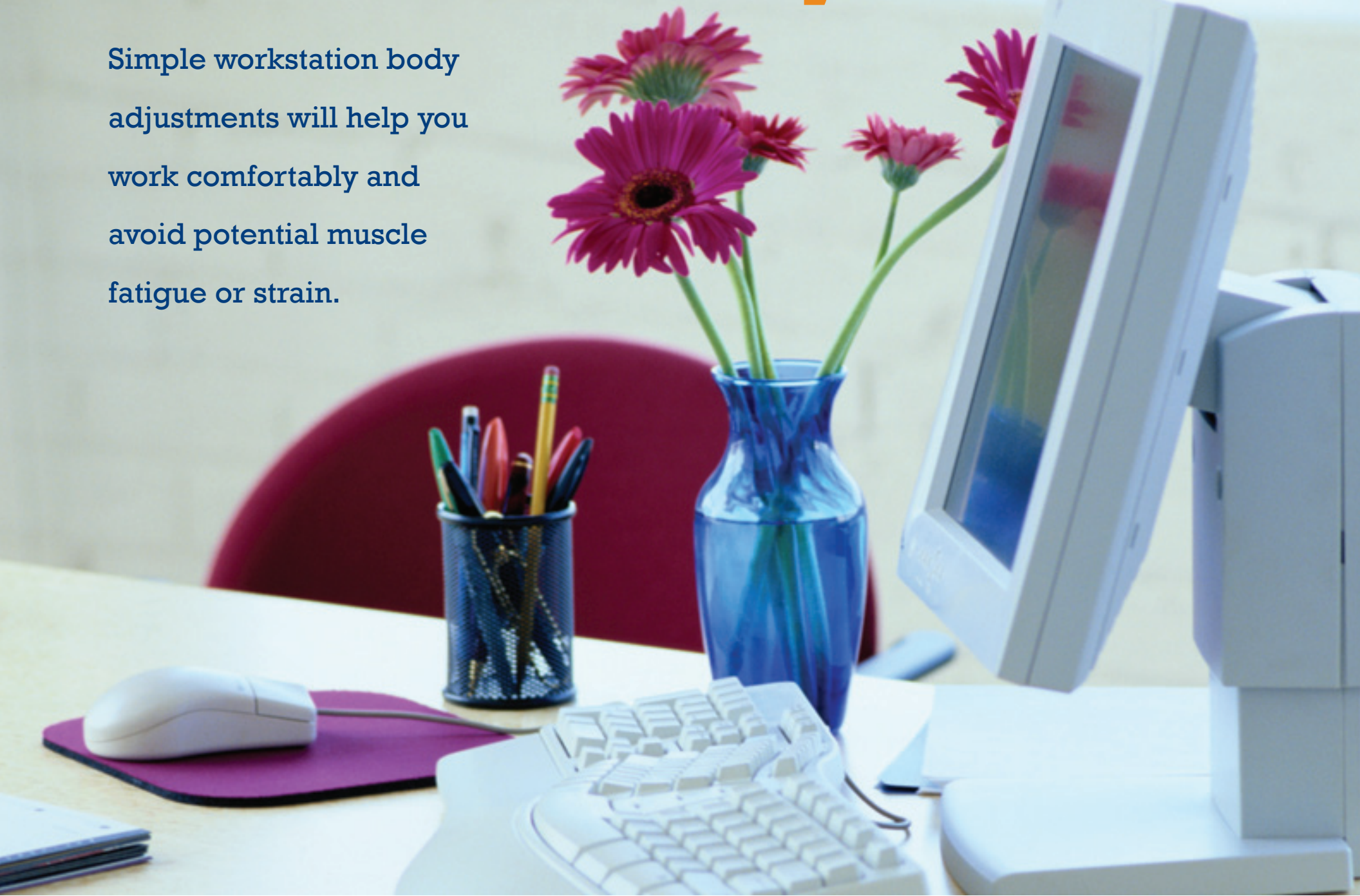


Work Comfortably

Simple workstation body adjustments will help you work comfortably and avoid potential muscle fatigue or strain.



Head and Neck

- Position the top of your computer screen at or slightly below eye level.
- Place the monitor at least an arm's length away and angled slightly upward.
- Use a document holder attached to the monitor to eliminate prolonged head and neck tilt.
- Use a telephone headset to avoid cradling.

Shoulders and Arms

- Position your chair's armrests to be slightly lower than your elbows. Use caution while resting your arms; comfort is the key.
- Adjust your work surface so that the home row of the keyboard is about elbow height.
- Place the mouse or track ball in front of you.
- Arrange your work area so that items used most often are within easy reach.

Hand and Wrist

- Use a light touch when striking the keys and don't grip the mouse/track ball tightly.
- Avoid placing your wrists on the edge of your desk or on the wrist rest while typing.
- Make use of keyboard shortcuts.

Back and Legs

- Adjust the chair to allow support of your lower back.
- The height of the chair should allow your feet to be flat on the floor or within comfortable reach of a footrest.

Sources: 3M <http://solutions.3m.com>

Since 1912, Liberty Mutual has been helping people live safer, more secure lives. For more information, please contact Leslie Rolison at 630-836-1039, xt. 55058.

