

Office Ergonomics: Your How-To Guide

Monitor:

- Should be below the horizontal optical axis and at minimum an arm's length away.
- Adjust the monitor slightly forward and sit upright.
 - Knees and elbows at a right angle prevent pain.
- Stand-up desks help improve posture and reduce back pain.

Keyboard & Mouse:

- Should be in line with the elbows.
- Hand rests prevent the hands from bending.

Seating:

- Place feet firmly on the floor.
- Foot stools protect the back.

