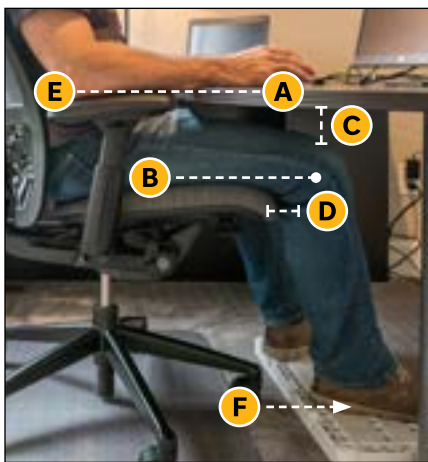


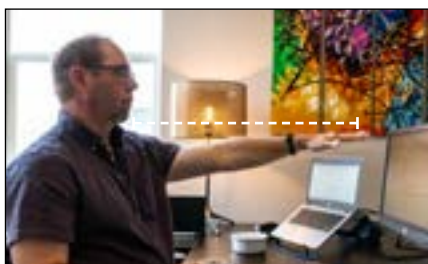
Ergonomics Home Office Setup



Chair

- A. Match elbow height to keyboard surface height
- B. Keep thighs parallel to seat for uniform support
- C. Ensure work surface height provides clearance for legs to fit under*
- D. Adjust seat pan so there is 2-3 inches between calf and front of cushion
- E. Position arm rest to support elbow at resting height, be in-line with shoulder and not cause shrugging – arm rest should not extend past wrist
- F. Make sure feet are fully supported on floor or footrest

* Try removing the pencil drawer or other obstructions if more legroom is needed.



Single or Dual Monitor

- Position both monitors at the same height
- If working from one screen more than the other, center primary screen
- If working from both screens equally, space them evenly
- Position both monitors at an arm's length away
- Ensure top of screen is at eye level unless using multi-focal lenses
- Multi-focal lenses – lower screen to avoid lifting chin and extending neck, adjust the monitor distance for proper focus
- Avoid glare or screen reflection by moving monitor location on desk or adjusting tilt angle



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Laptop (stand, external keyboard, etc.)

- Avoid working from laptop for extended periods of time (pictured upper left) as it causes awkward postures
- Use a laptop riser to position monitor at eye level
- Use an external keyboard and mouse to avoid reaching



Desk Setup

- Align monitor, keyboard and working materials in center of desk
- Position paperwork behind keyboard or next to monitor – utilize a document holder
- Utilize task lighting – when needed
- Position frequently used tools and equipment within easy reach



Body Alignment

- Align ears, shoulders and elbows over hips
- Adjust backrest tension or lock back rest to support this position
- Keep elbow height level with work surface
- Use keyboard tray if elbow height does not match work surface
- Keep mouse and keyboard nearby to avoid reaching



Standing Desk

- Keep elbow height level with work surface
- Wear comfortable shoes and stand on mat
- Shift weight from one leg to the other
- Use a footrest
- Alternate time between standing and sitting