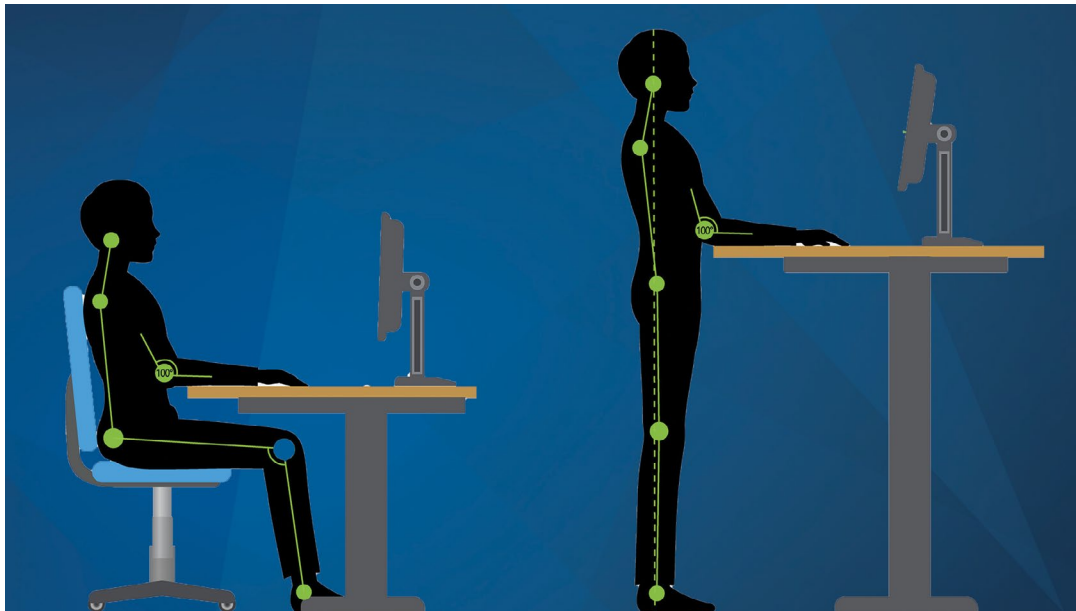


# 10 Tips for Office Ergonomics for Self-Assessment



No.	Tip	Yes/No	Action
1	<b>Chair</b> Adjustable and supportive		
2	<b>Arms</b> Upper arms in line with spine, lower arms parallel to floor		
3	<b>Mouse</b> On same plane and close to centerline of keyboard		
4	<b>Monitors</b> Arms-length distance, eye-level		
5	<b>Multiple Monitors</b> Dominant in line with torso, otherwise split		
6	<b>Lighting and Glare</b> Position monitors to minimize glare		
7	<b>Document Holder</b> Improves head posture, and reduces reach to keyboard/mouse		
8	<b>Telephone</b> No cradling! Use telephone headset or speakerphone		
9	<b>Dynamic Workstation</b> Alternate between seated and standing work		
10	<b>Microbreaks</b> Reduce static posture with microbreaks		