

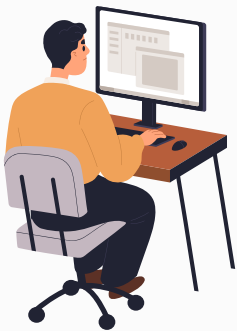
# Best Practices for Desk Ergonomics



An office chair should support the curvature of your spine with a height adjusted so your feet rest flat on the floor or on a footrest with your thighs parallel to the floor.



Under the desk, there should be clearance for your knees, thighs, and feet. Adjust desk if it is too low. Consider a foot rest and a wrist rest for your comfort.



Your computer should be directly in front of you, about an arms length away and behind the keyboard. The top of the screen should be at or slightly above eye level.



Keep key objects such as your office phone, printed materials, or stapler close to your body for minimal reaching. If you use the phone periodically throughout the day, consider using a headset.