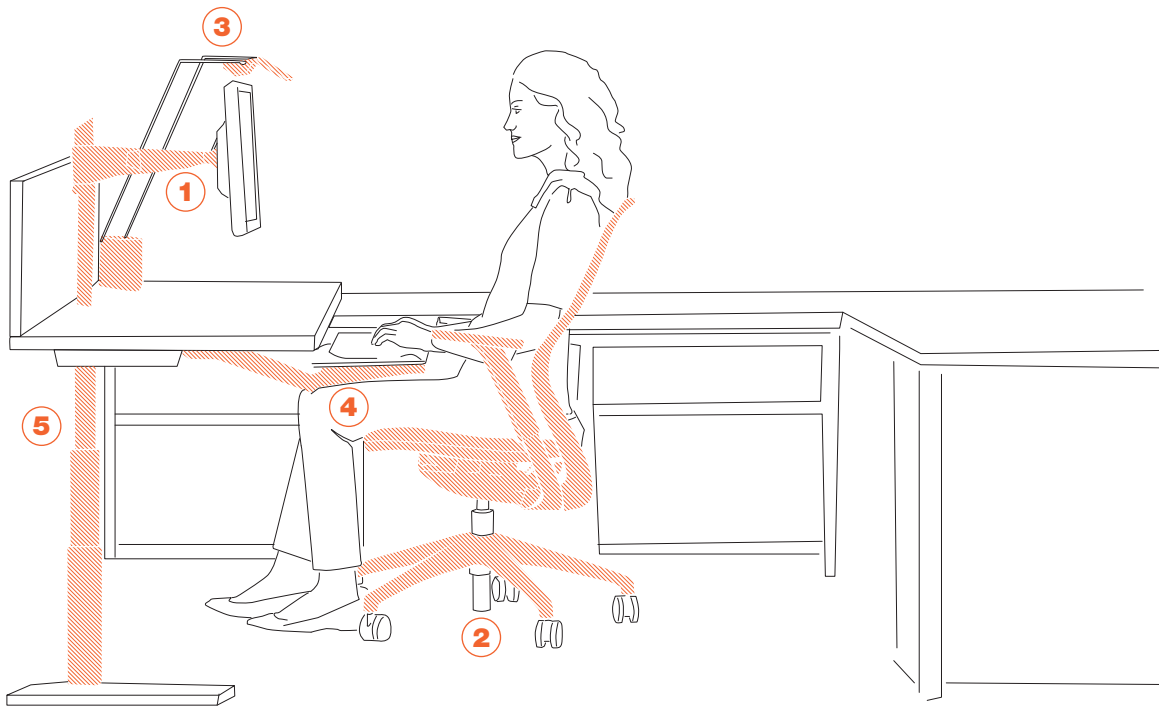


An Ergonomic Setup



Research has shown that workplace ergonomics is a major factor in improved staff performance, satisfaction and, in turn, retention. Workspaces should be flexible and adaptable in order to support various modes of work and enable the constant shifts between them. By providing employees with an ergonomic workstation you are ensuring the wellbeing of your team. The following tips will help you set it up to promote comfort and facilitate productivity.

1 Monitor arm

- + The monitor should be centered horizontally in front of you.
- + Your eyes should be closer to the top of the monitor, which should be perpendicular to your line of sight.
- + The monitor should be approximately an arm's length away from you.

4 Keyboard support

- + You should position the keyboard support flush with the underside of your elbow.
- + Your elbows and shoulders should be relaxed.
- + The keyboard and mouse should fit within the space between your shoulders.

2 Work chair

- + When sitting, be sure to engage with the backrest.
- + Your thighs should be parallel to the floor and your feet should be flat on the floor.
- + There should be a few fingers of space between your seat and the back of your knees.

5 Adjustable/standing-height table

- + You should alternate between sitting and standing through the day.
- + When changing postures, you should ensure your screens/ devices are in the proper position which may change between sitting and standing.

3 Task light

- + The light should be positioned off to the side of your monitor.
- + Choose the proper level of light depending on the task at hand.