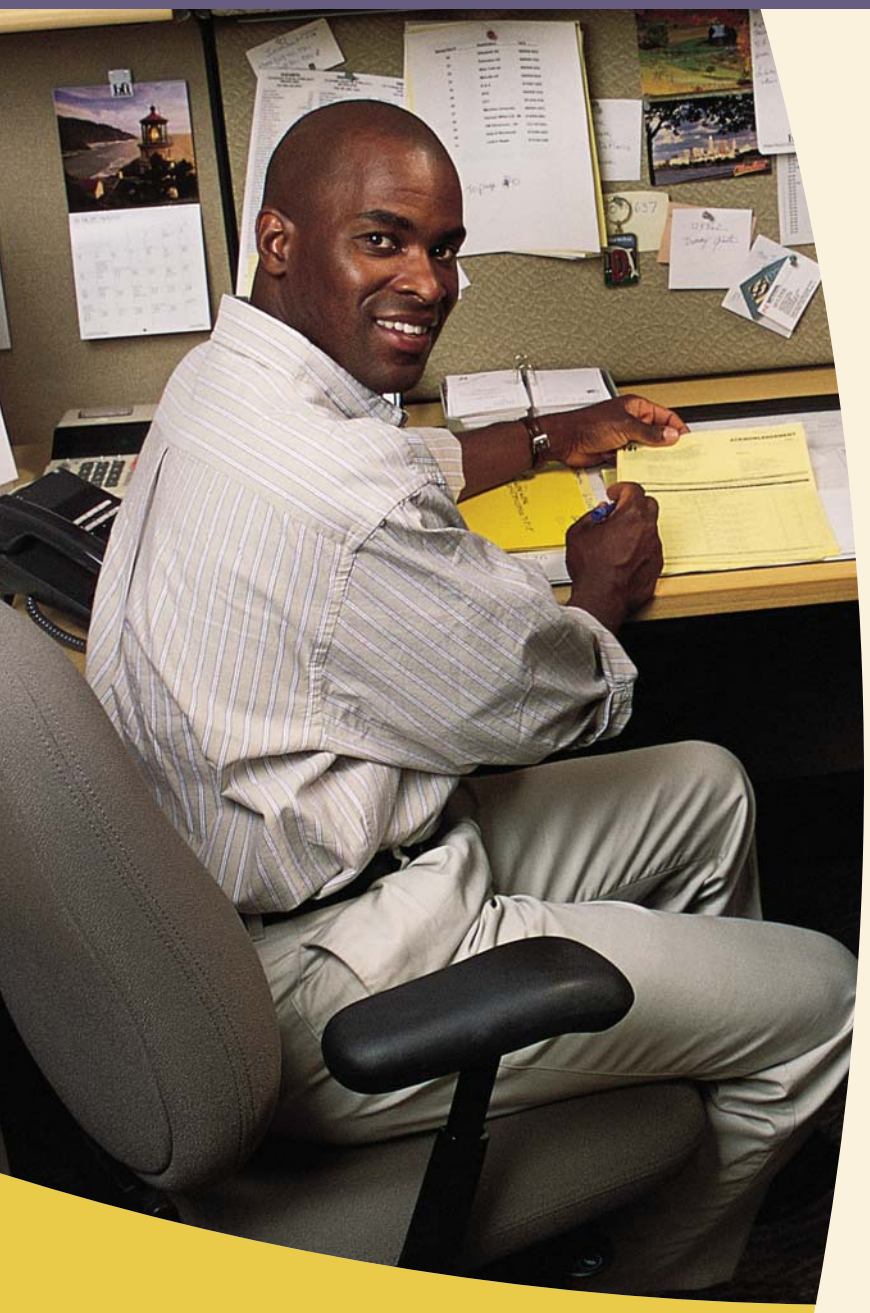
Set up right, sit up right



A guide to planning a comfortable workstation

Having a well planned and designed computer workstation can help increase your energy, minimize stress and even boost morale. Of course, everyone has different tasks and different body types, so a workstation setup must suit your particular situation.

The ultimate goal of ergonomics is to design a workspace that is comfortable and safe. Seat adjustment, lighting levels, location of desk accessories and tools and repetitive tasks can make or break the functionality of a workstation. When set up correctly, a properly adjusted workstation can make all the difference in how you view and perform your job responsibilities.

Refer to the following steps in **12 Tips for an Ergonomic Computer Workstation** for sensible ideas on planning a workstation that's up to the task.

BlueCross BlueShield of Illinois

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12 Tips | *for an ergonomic computer workstation:*

Need more pointers on office ergonomics? Then point your browser to **www.bcbsil.com** and explore the resources available to you from Blue Access® for Members.

1. Use chair adjustments properly and practice good posture. Stack your ears, shoulders and hips in a straight line.
2. Make sure the top of the computer monitor screen is level with your eyes.
3. Locate the screen away from windows to minimize glare.
4. Sit at arm's length from the monitor, about 20 to 40 inches from your eyes.
5. Keep feet on the floor. If necessary, use a stable footrest or make your own using a stool or several books.
6. Use a document holder preferably in-line with the computer screen.
7. Avoid bending or flexing your wrists while using the computer keyboard.
8. Relax your arms and elbows, keeping them close to the body with elbows bent at a 90-degree angle.
9. Center the monitor and keyboard in front of you.
10. Keep key objects, such as the phone or pencil holder, in easy reach.
11. Use a stable work surface.
12. Take stretch breaks.

Source: Mayo Foundation for Medical Education and Research

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