

# Practice for Office Ergonomics

Proper monitor position helps you avoid vision and neck problems. Position your monitor at least an arm's length away at the recommended viewing angle ( $10^{\circ}$ - $30^{\circ}$ ).

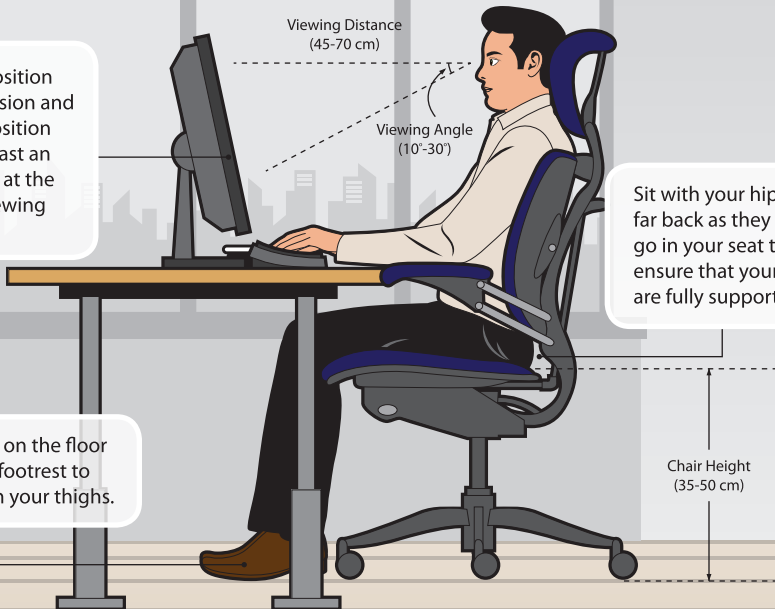
Feet should be flat on the floor or supported by a footrest to reduce pressure on your thighs.

Viewing Distance  
(45-70 cm)

Viewing Angle  
( $10^{\circ}$ - $30^{\circ}$ )

Sit with your hips as far back as they can go in your seat to ensure that your hips are fully supported.

Chair Height  
(35-50 cm)

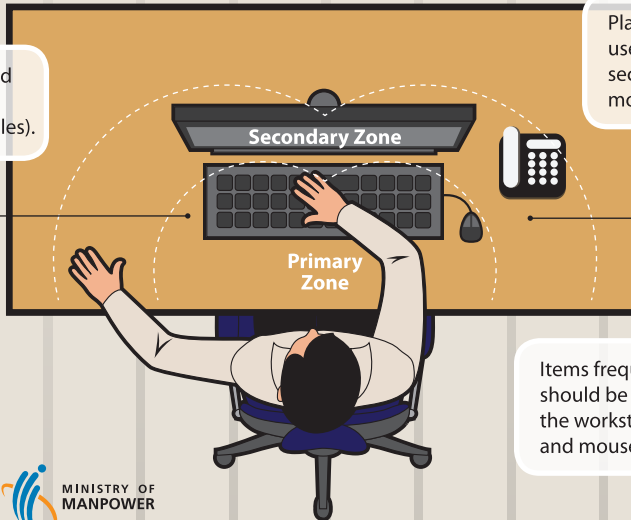


## Practice for Office Ergonomics

Poor office ergonomics can strain muscles, leading to aches, pains and musculoskeletal disorders. Prevent sprains and strains with proper workstation design and placement of equipment, and by adopting proper work postures.

Place frequently used items within the primary zone (e.g., files).

Place less frequently used items within the secondary zone (e.g., monitor).



Items frequently used together should be grouped together at the workstation (e.g., keyboard and mouse).