

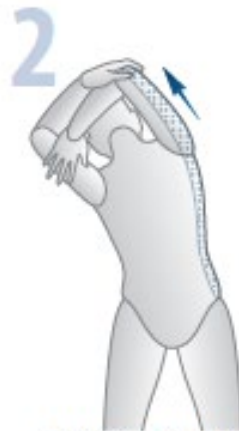
CHAIR	Yes	No	N/A	SUGGESTIONS IF NO
Can the height, seat and back of your chair be adjusted?				<ul style="list-style-type: none"> Obtain a properly functioning chair
Are your feet fully supported by the floor when you are seated?				<ul style="list-style-type: none"> Lower the chair Add footrest Readjust for footwear height
Are you able to sit without feeling pressure from the chair seat on the back of your knees?				<ul style="list-style-type: none"> Adjust seat pan Add a back support
Does your chair provide support for your lower back?				<ul style="list-style-type: none"> Adjust chair back Obtain proper chair Obtain lumbar roll
Do your armrests allow you to get close to your workstation?				<ul style="list-style-type: none"> Adjust armrests Remove armrests
KEYBOARD AND MOUSE	Yes	No	N/A	SUGGESTIONS IF NO
Are your keyboard, mouse and work surface at your elbow height?				<ul style="list-style-type: none"> Raise or lower workstation Raise or lower keyboard Raise or lower chair
Are frequently used objects within easy reach?				<ul style="list-style-type: none"> Rearrange workstation
When using your keyboard and mouse, are your wrists straight and your upper arms relaxed by your side?				<ul style="list-style-type: none"> Recheck chair, raise or lower as needed Check posture Check keyboard and mouse height
Is your mouse at the same level and as close as possible to your keyboard?				<ul style="list-style-type: none"> Move mouse closer to keyboard Obtain larger keyboard tray if necessary
Do you alternate the hand used for controlling your mouse?				<ul style="list-style-type: none"> Switch hands and adjust buttons in Control Panel
WORK SURFACE	Yes	No	N/A	SUGGESTIONS IF NO
Is your monitor positioned directly in front of you?				<ul style="list-style-type: none"> Reposition monitor
Is your monitor positioned at least an arm's length away?				<ul style="list-style-type: none"> Reposition monitor
Is your monitor height slightly below eye level?				<ul style="list-style-type: none"> Add or remove monitor stand Adjust monitor height
Are your monitor and work surface free from glare?				<ul style="list-style-type: none"> Windows at side of monitor Adjust overhead lighting Cover windows Tilt screen downward Obtain anti-glare screen
Do you have a desk lamp for reading or writing documents?				<ul style="list-style-type: none"> Obtain desk lamp Place on left, if right handed – place on right, if left handed
BREAKS	Yes	No	N/A	SUGGESTIONS IF NO
Do you take stretch breaks every 30 minutes?				<ul style="list-style-type: none"> Set reminders to take breaks
Do you take regular eye breaks from looking at your monitor?				<ul style="list-style-type: none"> Refocus on a picture on wall every few minutes
ACCESSORIES	Yes	No	N/A	SUGGESTIONS IF NO
Is document ramp positioned in front of you?				<ul style="list-style-type: none"> Adjust workstation set up
Headset used when writing/keying while on phone?				<ul style="list-style-type: none"> Obtain headset

COMPUTER & DESK STRETCHES (Approximately four minutes)

Sitting at a computer for long periods often causes neck and shoulder stiffness and, occasionally, lower back pain. Do these stretches every hour or so throughout the day, or whenever you feel stiff. Photocopy this and keep it in a drawer. Also, be sure to get up and walk around the office whenever you think of it. You'll feel better!



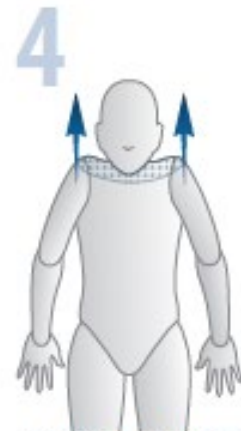
10-20 seconds, two times



8-10 seconds, each side



15-20 seconds



3-5 seconds, three times



10-12 seconds, each arm



10 seconds



10 seconds



8-10 seconds, each side



8-10 seconds, each side



10-15 seconds, two times



Shake out hands, 8-10 seconds