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# Are you still feeling pain?

Are you still feeling pain even though you've made adjustments to your workstation?  
**Speak to your health and safety advisor.**

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# Move more, feel better



Stand up and change your position frequently.  
Aim to **move every 15 to 20 minutes** or whenever  
you notice poor posture or experience fatigue.

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# Three tips for elated arms and stress-free movement

Make sure your **wrists do not bend** up, down or sideways while using the keyboard or mouse.

Make sure your seat **height is adjusted** to help prevent shrugging or hunching your shoulders.

Make sure you do **not need to overstretch** or reach for your mouse or keyboard.



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120° ← → 90°

# Are you sitting comfortably?

Adjust the tilt of your backrest so that your **upper body is leaning back slightly**. An angle of 90°-120° is (usually) most comfortable.

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# Three tips for monitor happiness

## Position is key

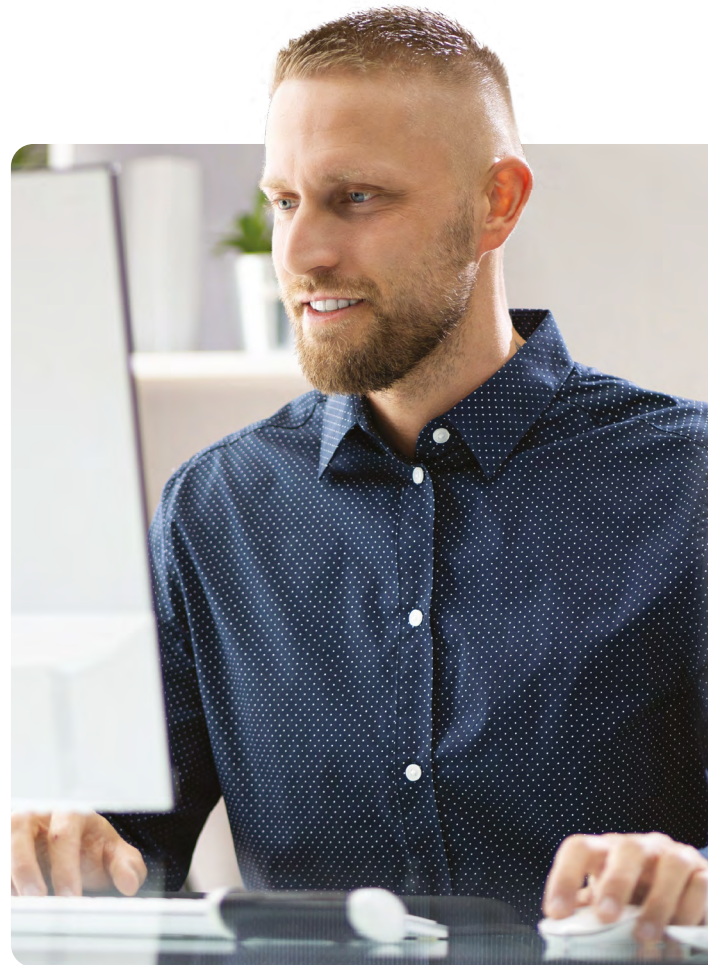
Ensure your monitor is free from glare and reflections

## Eye level

Your eyes should be level with the top of the screen's viewing area

## Arm's length

Keep it at arm's length (roughly) so you do not strain your eyes



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# Look into the future



Staring at one point places prolonged stress on the eye muscles. **Every 20 minutes focus on a distant object for 20 seconds**, allowing your eyes to relax and recover.

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# If you're dining, don't go 'al-desko'

As many as two thirds of office workers eat lunch at a desk. This is bad news for productivity and mental fatigue. So get up from the desk and **hit the break out room!**

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# Do you feel supported?



To help your back support your weight, **your feet should be flat on the floor or supported by your knees**, which should be positioned slightly lower than your hips.

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# Jump up and get down!



Get up and move around periodically so that you aren't using the computer for long periods of time without a break. **A 10 minute break every hour should help!**

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# Keep your keyboard close...

Ideally, your keyboard should be **10-15cm away** from the front of your desk. If it's further away, you might consider making some adjustments.

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# Don't forget to **blink**

Research shows that **computer users blink less** when staring at their screen, increasing the likelihood of **eyes becoming dry.**



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# Tap, tap, complete

Reduce mouse use by **learning a few keyboard shortcuts:**

Copy

CTRL

C

Cut

CTRL

X

Paste

CTRL

V

Undo

CTRL

Z

Bold

CTRL

B

Underline

CTRL

U

Italic

CTRL

I

Print

CTRL

P

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# Learn to love the letter L

Keep an L shape between your upper  
and lower arms when typing so that you  
**maintain a relaxed neutral posture.**

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