

office ergonomics

Whether you have a home office, or an office with 50 people, ergonomics is vital in making sure you prevent possible injury or strain. Here are some practical tips to help you in your workplace:

- 1 Use a telephone headset. If you are on the phone for long periods of time, a headset will reduce neck and shoulder strain.
- 2 Give your eyes a break. Look away from the computer regularly to prevent eye fatigue.
- 3 Sit at least one arm's length away from your monitor, and then adjust its position to suit your line of vision.
- 4 Adjust the back of your chair to a 100 – 110 degree reclined angle. Always make sure your upper and lower back are supported to prevent back problems.
- 5 Correct your posture regularly. By keeping moving you can prevent strain on your body.
- 6 Obtain a foot rest. This will help to stabilise your feet and push your back into the chair's back rest.
- 7 Avoid sitting for long periods of time. You should get up and walk around or stretch to give your body a break.

Remember, Corporate Express not only sell stationery, but office furniture and equipment to help you improve how you work and prevent strain or injury. HIA Members receive discounts on many Corporate Express products. For more information, contact

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