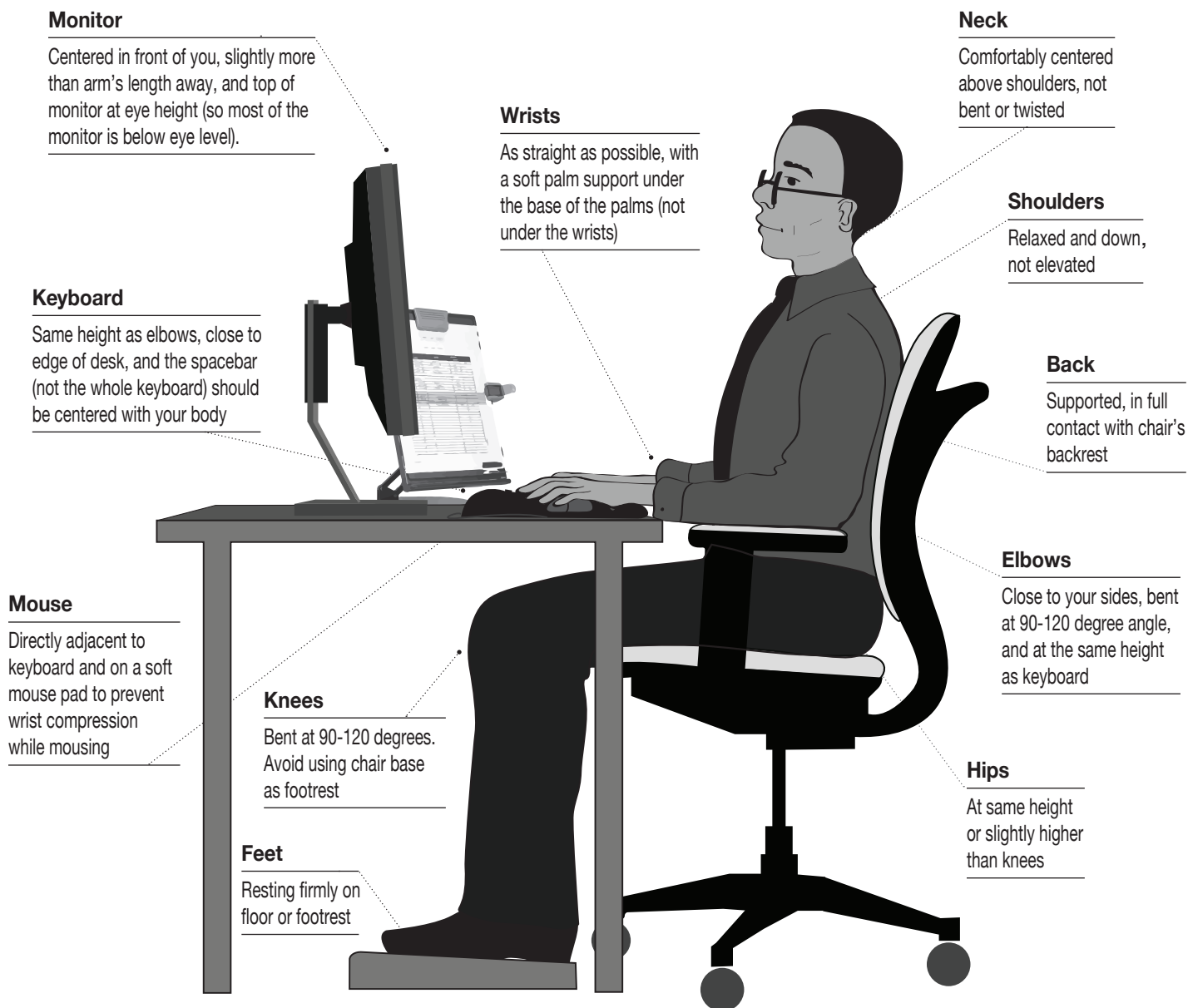


COLUMBIA UNIVERSITY

Computer Workstation Ergonomics Tips



Additional Tips:

- It is recommended to stand up and take a short work break every 30 minutes. Going to the bathroom, the kitchen, or the printer count. If you are on a long call in your office, and cannot walk around, try to stand up and do heel raises to get the blood flowing in your legs. Stand with your feet a few inches apart, with your hands lightly resting on a counter or chair in front of you, and slowly lift onto the balls of your feet, getting your heels off the floor. Do 8 to 12 repetitions in place of walking when you cannot walk away.
- If you do not know what all the knobs and levers on your chair do, find out the make and model of your chair (sometimes on a sticker underneath seat) and then download an instruction manual. Spending 10 minutes learning how to adjust your chair properly can make a huge difference in your overall comfort.
- Keep frequently used objects (keyboard, mouse, phone, stapler, etc) close to your body to avoid excessive leaning to reach them.
- Use proper typing technique (utilize all 10 fingers, and avoid looking down at keys) to prevent overuse injury from repetitive use of only two fingers and repetitive neck flexion. If you do not know how to type properly, invest the time to complete a computer based training program.