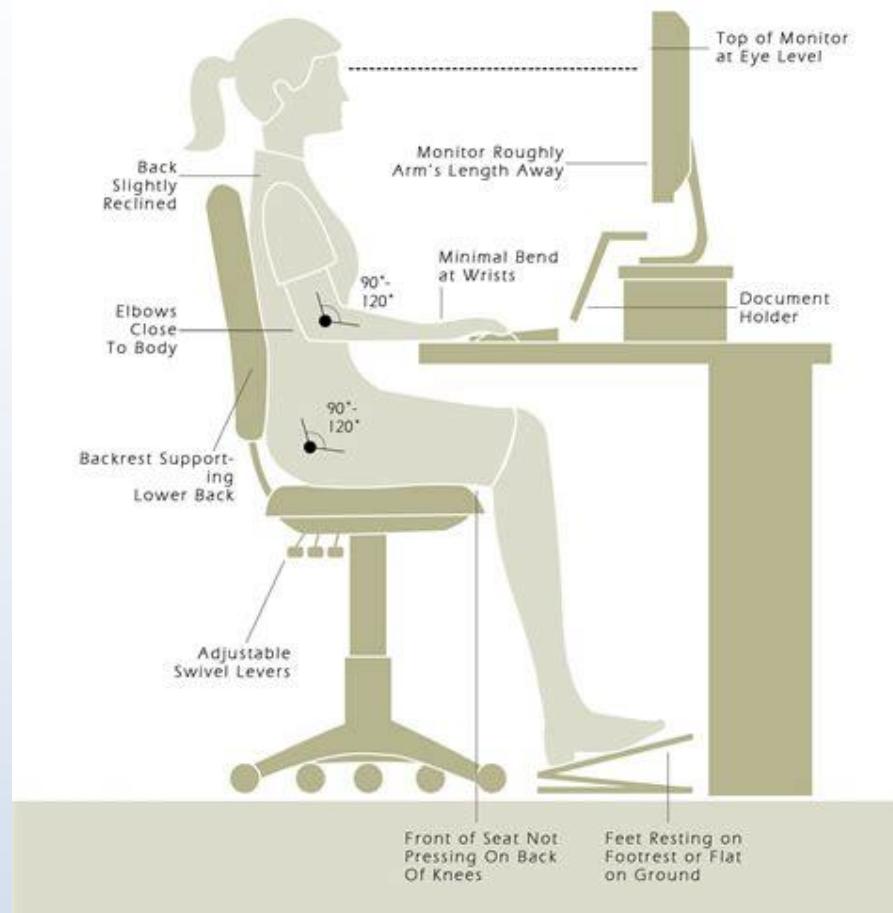


Sit and Stand Workstation Guidelines

The diagrams below show the proper computer position that reduces potential stressors that may cause varied disorders. When using a computer, remember some basic rules:

1. Maintain your neck in an upright position so the screen is at eye level.
2. The monitor should be at least 18-24" from your eyes.
3. Keep your elbows at the sides of the body and at a right angle to the keyboard.
4. Keep your wrists in a straight or neutral position.
5. Wrists, forearms, elbows should not make contact with a hard surface (desk, armrest).
6. Avoid excessive force such as gripping the mouse too tightly or typing in the same position for too long.

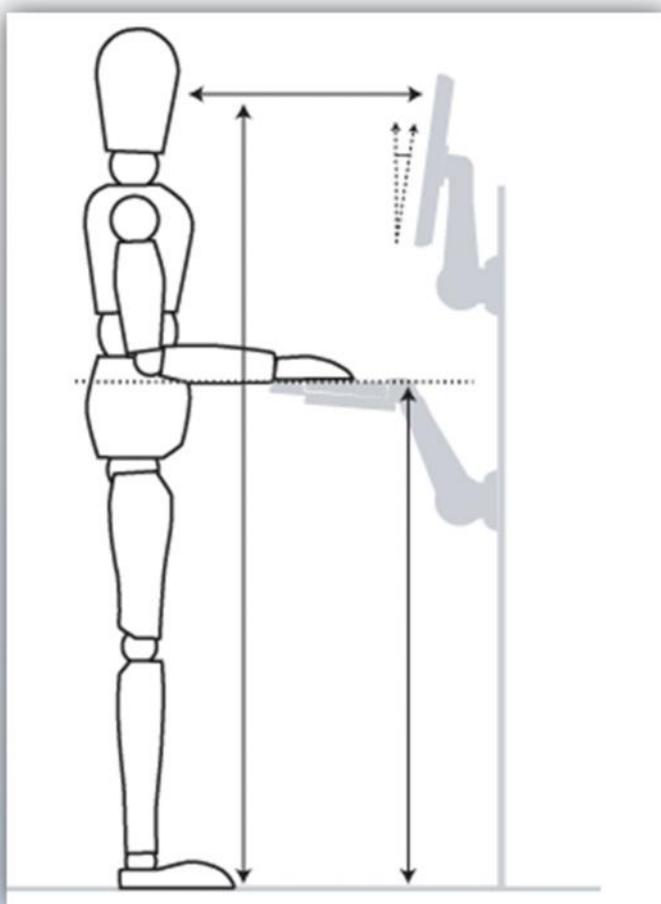


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For additional information on this topic please contact ACWA JPIA Risk Control Department, Terry Lofing, Administrative Assistant
tlofing@acwajpia.com or 800-231-5742

Sit-Stand Workstation Recommendations

1. Standing workstation follow similar adjustment patterns for monitor height as sitting workstations. Make sure the screen is adjustable and is at eye level in both the sitting and standing position(s).
2. The keyboard should be placed about the natural waist level, or at the crook of the elbows. Similar to the ideal position in a sitting workstation.
3. Evaluate posture while standing. If employees are uncomfortable or showing poor posture while working at standup stations, adjustments should be made to correct body and equipment positions.
4. Alternate between sitting and standing (best practice is to stand for no more than 10 minutes at a time).



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