

Well-GO-nomics

How you move matters

STOP

Evaluate and check to make sure this is the safest and best way. If you are not sure...

THINK

Is there an easier way? Do you need help? Do you need better or safer equipment? Do you need a second opinion? It is better to be safe now than sorry later? Do you need to set a timer to make sure you take a break every 20-30 minutes?

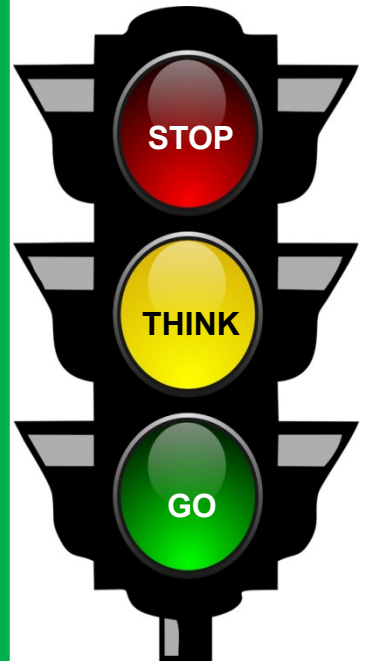
GO

Proceed with caution and if things still do not feel safe, reevaluate and try again.

STRETCH
to break up
your day and
your tasks.

**MOVE
AROUND**
to keep
yourself
fresh.

**TASK
ROTATION**
is the key to
completing a
project
successfully.



20-20 -20 Rule

Throughout the day, give your eyes a break by forcing them to focus on something other than on your computer screen. A good rule of thumb is to follow the 20-20-20 rule: Every 20 minutes, take your eyes off your computer and look at something 20 feet away for at least 20 seconds.

Respect pain or discomfort—it is your body's way of communicating!

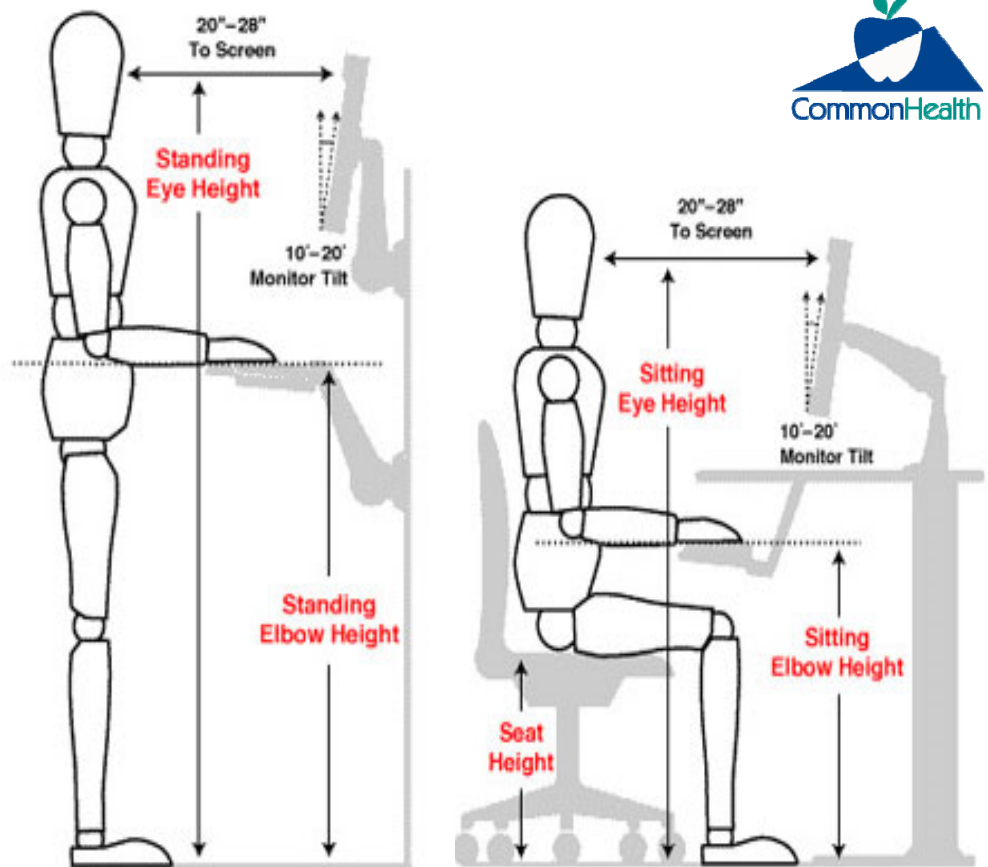


Touchscreen and Texting Pointers

- Smartphones and tablets should not be used for extended computer work.
- Use your phone in a vertical position while typing (small screen view); this will reduce the amount of reaching space your thumb will have to cover to push a key.
- Rest the thumb by using alternative fingers.
- Reduce your keystrokes by keeping your messages brief.
- Use a straight wrist when holding your device.
- Maintain an upright posture while texting. Avoid bending your head down and rounding your shoulders.

Visit www.commonhealth.virginia.gov for more ways to stay healthy

- Angle formed by the shoulders, hips, and knees is 90 degrees
- Angle formed by the shoulder, elbow, and wrist is 90 degrees
- Angle formed by the hips, knees, and feet is 90 degrees
- Wrists at a neutral position, level with forearm
- Chair armrests not directly compressing any part of the forearms or elbows
- Moving a mouse with your forearm and not just your wrist



Take the time to remove slip, trip, and fall hazards to keep your workplace and home safe.

How do I adjust a chair for my height?

Stand in front of the chair. Adjust the height so the highest point of the seat is just below the knee cap.

Check that the clearance between the front edge of the seat and your calves fits a clenched fist.

Adjust the back rest forwards and backwards/up and down to fit the hollow in your lower back.

Bend your elbows at about a right angle (90 degrees) and adjust the armrest's height until they barely touch the undersides of the elbows.