



BlueResourceSM – Workplace Wellness – Improving Ergonomics at Work

Work Smart, Feel Good

You spend a major part of your life at work, so be comfortable! Setting up your workspace properly can reduce stress on your back, neck and joints. Follow these simple tips to create an area that supports your body in healthy ways.

Choose a comfy chair. Find one that supports your spine. Adjust the height so your feet rest flat on the floor. Position armrests so your forearms gently rest on them and your shoulders are relaxed.

Set up your desk for a proper fit. Make sure there's enough space underneath for your knees. Use a footrest if your legs are too short to touch the ground. Raise your chair if the desk is too high.

Keep your monitor at arms' length. Put it directly in front of you. Keep the top of the screen slightly below eye level. Lower it one or two inches for better viewing if you wear bifocals.

Key into comfort. Place your keyboard directly in front of the monitor. Relax your arms and keep your elbows at a 90-degree angle when typing. Avoid bending or flexing your wrists.

Talk hands-free. Use a speaker phone or headset if you talk on the phone and type at the same time. Avoid cradling the phone between your head and neck so you can multitask without pain.



Adjust the way you work so you feel relaxed.

Source: Office Ergonomics: Your How-To Guide. Mayo Clinic. 2019.

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