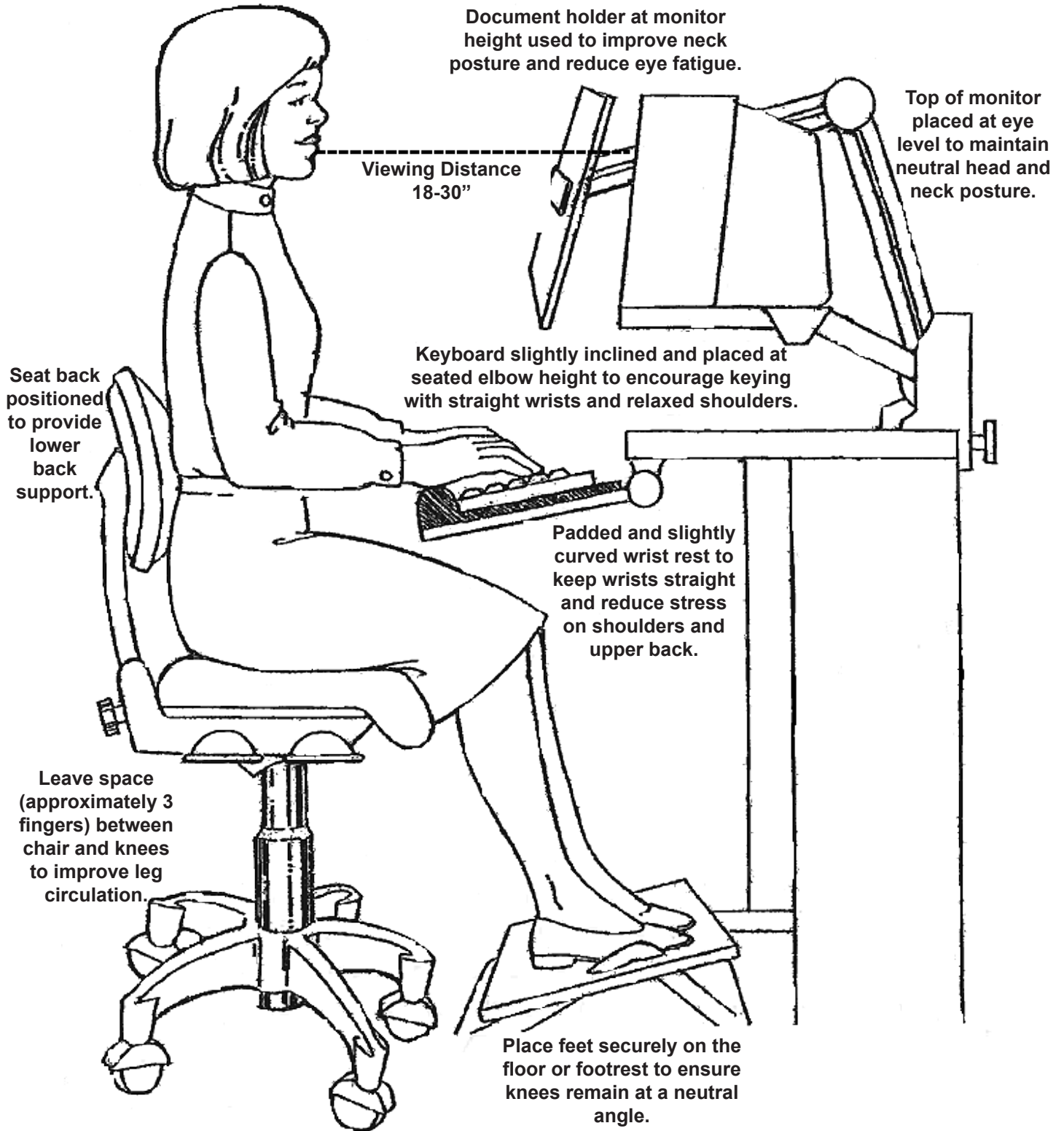


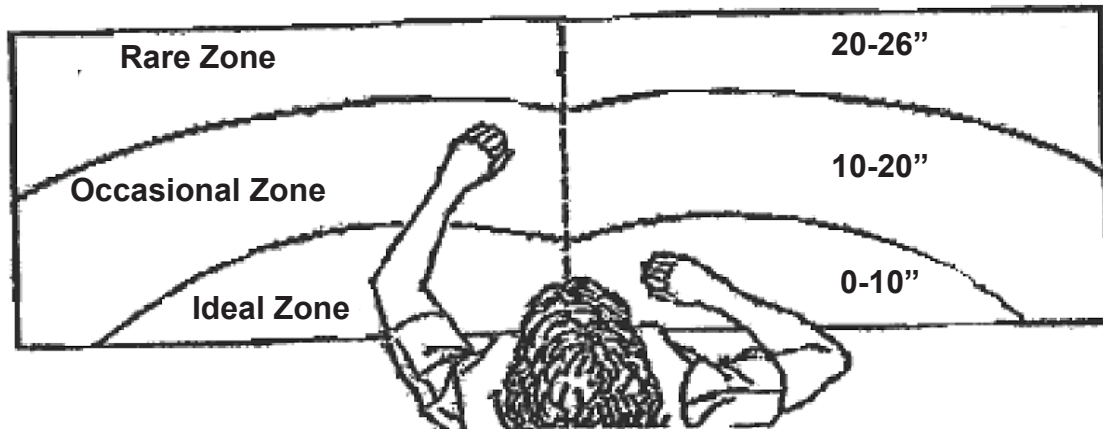


OFFICE ERGONOMICS TIPS

PROPER DESK POSTURE



ADDITIONAL ERGONOMIC TIPS TO REDUCE RISK FOR DISCOMFORT OR INJURY



- Try to take frequent mini-breaks to give muscles and joints a chance to rest and recover.
- Alternate between work activities that use different muscle groups to avoid overuse.
- A timer can be set on the computer at determined intervals as a reminder to take a break and stretch.
- Keep frequently used items within a comfortable reach, within 10 inches.
- Use good body mechanics and avoid awkward neck positioning.
- Focus the computer screen for optimal viewing by adjusting the contrast and the brightness.
- Avoid glare by closing the blinds on windows or use a glare-resistant screen.
- Perform on-the-job stretches every 2-3 hours.
- Utilize good body mechanics and office positioning at home as well.