



Computer Work Space

- ◆ Work surfaces should be large enough to support keyboard, mouse, monitor, documents, and other office equipment used with the computer.
- ◆ Keep the area under the workstation free of obstructions.
- ◆ Area under workstation should be of sufficient depth, height, and width for free leg movement.
- ◆ Keep items used frequently within easy reach without extensive body movement.
- ◆ If you have a high volume of telephone usage, use a headset.
- ◆ Use a holder for documents to avoid frequent eye and head movement.



T I P S F R O M

Y O U R W O R K S A F E P A R T N E R

ERG3001(10/02)



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