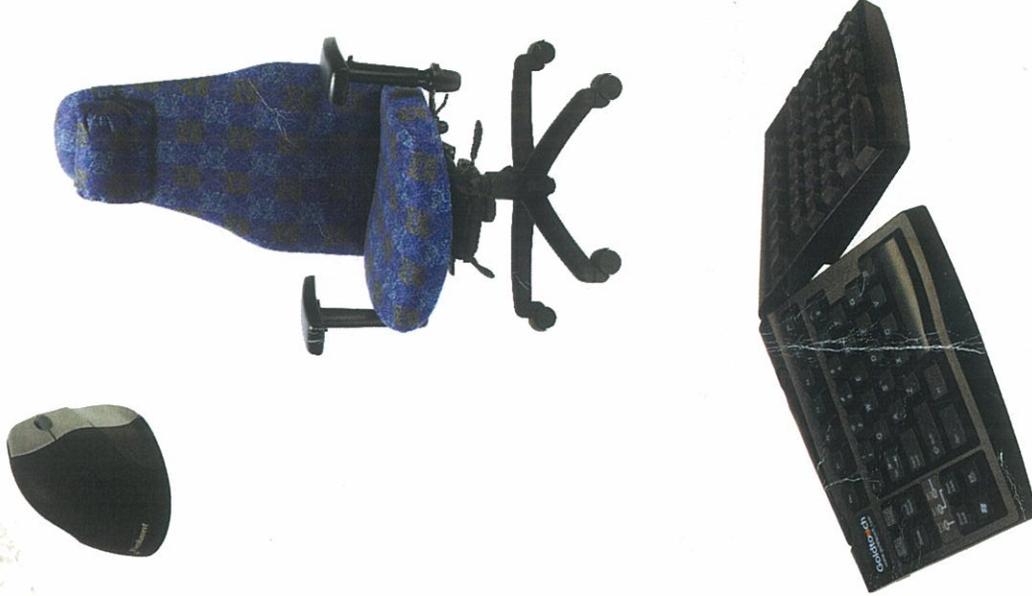


Our Services Include:

- Individual & Departmental Assessments
- Injury Prevention Classes
- Recommendations for Office Furniture & Ergonomic Accessories
- Chair Fitting
- Keyboard Tray & Chair Installation
- Phone Delivery & Installation



Return To Work Services

P.O. Box 667
Fremont, CA 94537-0667
Tel/Fax: 510.336.1203
www.returntoworkservices.com

P.O. Box 667
Fremont, CA 94537-0667
Tel/Fax: 510.336.1203
www.returntoworkservices.com

OFFICE TIPS

Head & Eyes

- Reduce monitor brightness
- Minimize glare and reflection with a glass filter
- Position the monitor screen within an arm's length
- Place document holder on the side of your dominant eye

Wrists & Arms

- Keep the wrists straight while keying and mousing
- Maintain your forearms parallel to the floor
- Place your elbows at keyboard level
- Place arms at your side when keying and mousing
- Wrists should be a natural extension of the forearm, not angled up or down

Back & Legs

- Adjust seat cushion for firm low back support
- Place your feet on the floor or support them on a foot rest
- Adjust seat height so thighs are approximately parallel the floor

ERGONOMIC SERVICES

Ergonomics is the science of improving the match between employee and work.

Early Intervention is the key...

Take mini-breaks...

If you have ongoing tingling, numbness or pain in the hands or wrists that won't go away, please consult your physician.

Below is a diagram that outlines the basics of an ergonomically **correct** workstation.

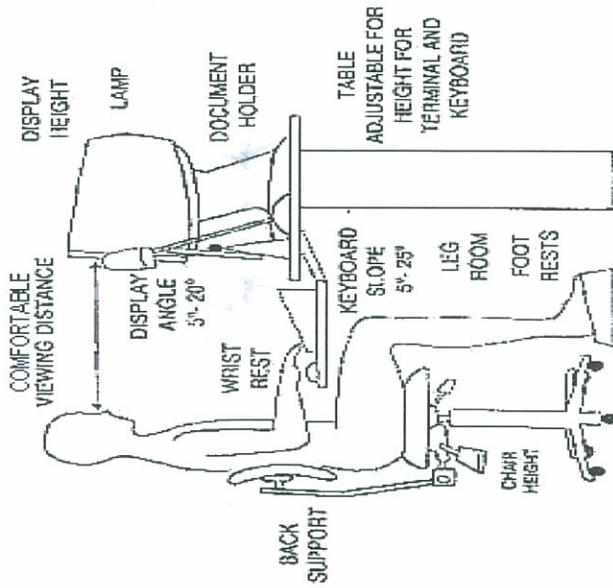


Diagram from "Ergonomics and VDT Use," flyer prepared by the Library of Congress Collections Services VDT Ergonomics Committee, 1991-92.