Proper ergonomics can help you stay comfortable at work. It is important that you adjust your workstation furniture and equipment to suit your individual needs. Here are some tips:

**Chair**
- Adjust chair to the height that allows you to rest your feet firmly on the floor/foot rest.
- Position back rest to support the curve in your low back.

**Desk**
- Keep frequently used items within easy reach.
- Avoid cradling the telephone between the ear and the shoulder.

**Keyboard**
- Position keyboard/keyboard tray so that your shoulders are relaxed, elbows by side and wrists are flat.
- Do not angle the keyboard towards yourself, leave it flat.

Reference: How to Make Your Computer Workstation by WorkSafeBC and BRS Consulting Workstation Setup Updated as of January 2018

**WHY HEALTH & SAFETY NEWSLETTER?**

Health and Safety is a priority at BCIT. OHS newsletters contain monthly first aid statistics, compliance concerns, and updates of new legislation and interest articles.
Healthy Habits

- Ensure regular pause breaks to stretch and get up from prolonged sitting
- Have a lunch break away from your desk
- Keep hydrated by drinking plenty of water during the day
- Vary your postures

Mouse

- Maintain relaxed hand/finger position
- Consider alternating mouse between left and right hand when possible
- Keep mouse at same level as keyboard
- Move your entire arm not just wrist movements

Documents

- Avoid placing documents flat on the surface
- Place your hard copy on a document holder, close to & at the same height & viewing distance as the...