

# Kitchen table. Playroom. Garage.

## Wherever you're working, make it healthy.

Are you among the many people working in a new location or from home? If so, take a few minutes to make sure your space isn't just comfortable, but safe, too. Here are some simple tips to help you build a workspace that avoids unnecessary stress to your body.

### Chair



- Sit in a chair instead of on a couch.
- Sit all the way back, with your spine in a neutral position and shoulders relaxed. Use a pillow or a rolled towel for additional lumbar support.
- Keep your elbows at your sides and bent at 90 degrees.

### Footrest



- Keep your thighs parallel to the floor with your feet supported. Use a sturdy box or books as a footrest.



### Monitor



- Be sure the top third of your monitor is at eye level. Use a box or books to adjust the height.
- Try to avoid glare on your screen. For example, sit facing a window rather than in front or beside one.

### Keyboard & Mouse



- Keep your wrists straight with your forearms and wrists floating.

### Other reminders



- Take frequent breaks and vary your posture. Move every 30–60 minutes.
- Make phone calls a time to walk and stretch. Use earbuds, headphones or speakerphone.

Need more information? Contact Montana State Fund's safety team at **800-332-6102** or visit **safemt.com**.