

MONTHLY  
UC Medical Center  
**SAFETY  
SPOTLIGHT**

Poster of the Month

Practical Tips to Help You Keep  
Yourself, Your Co-workers and Your  
UC Campus Safe, Healthy and Secure

OCTOBER 2017

# STOP, ADJUST CHECK YOUR POSTURE

## Don't Reach

Slide the keyboard platform out to a comfortable position. Keep your elbows at your sides when typing.

## Adjust Monitor Height

Top of the screen is at or near eye level.

## Wear Bifocals or Progressives?

Try lowering it to 3-4" below eye level to avoid tilting your head back.

## Center Keyboard

Center keyboard in front of you. Keep mouse close to keyboard.



## Raise or Lower Keyboard Platform

Position the keyboard at resting elbow height, with your shoulders relaxed.

## Raise or Lower Your Chair

Position the keyboard at resting elbow height, with your shoulders relaxed.

## Don't Reach

Position the chair close to the desk and sit all the way back in the chair. Keep your elbows at your sides when typing.

## Use a Footrest

Use a footrest if your feet do not reach the floor.