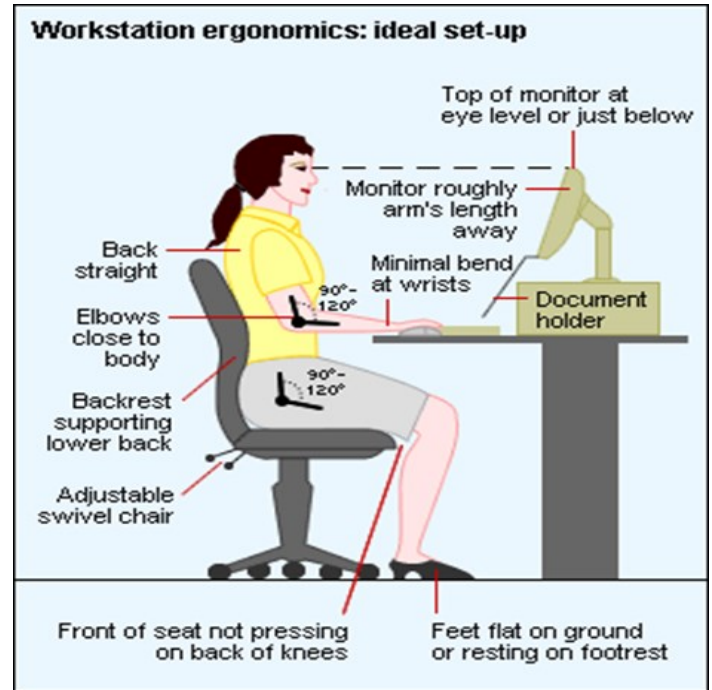
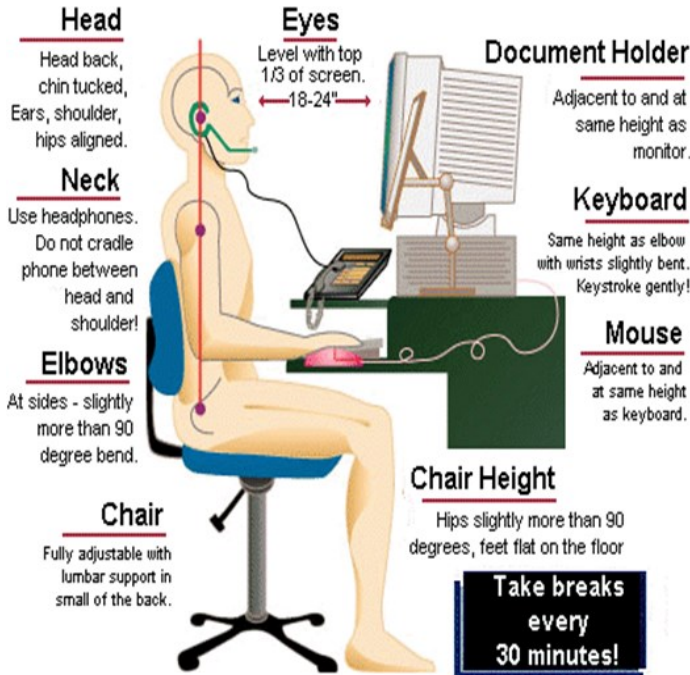


Safe Desk Setup



Use a chair with a high back that supports shoulder blades if possible.
When possible use arm rests. Place them so elbows can rest with the shoulder in a relaxed position.
If there is no lumbar support in your chair use a small pillow or towel roll in the small of your back.
Move your feet, lift your arms, adjust your hips, and alter your posture continuously throughout the day.

Reaching Activities:

At a desk keep all objects you frequently use within arms reach.
Reach only as far as possible. Do not stretch. Use a sturdy step stool for out of reach objects.
Test the weight of the object before lifting it off shelf by pushing up on one corner.
Only light, rarely used items should be stored overhead. Avoid repetitive overreaching activities.
If reaching across table, place one hand on the table and reach for item with your other hand. Slide the object close to you then lift.