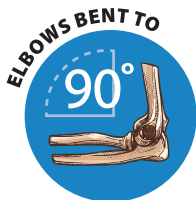




***"Healthy Workers add up to Healthy Profits"***

## Laptop Ergonomics Toolkit Card



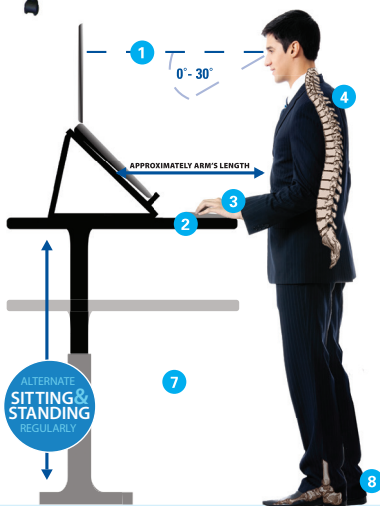
### SITTING

Should be limited to **30-60 minutes** at a time, and no more than **6 hours** total per day. Use the dynamic tilt function on your chair to allow movement. Get up and walk during your breaks

*Alternate frequently, prior to discomfort*

### TIPS FOR LAPTOP USE ON THE GO

- ✓ Bring an external mouse and keyboard to use when possible.
- ✓ Avoid prolonged use.



### STANDING

Should be limited to **30 minutes** at a time, and no more than **4 hours** total per day. Try standing during telephone calls & meetings.

ALTERNATE  
SITTING &  
STANDING  
REGULARLY

- 1 Elevate laptop with an adjustable laptop stand, or stack of books, so top of screen is at eye level. Position laptop screen approximately arms length away.
- 2 Use an external keyboard and mouse and position them at elbow height on the same surface.
- 3 Adjust keyboard angle to promote straight wrist postures.
- 4 Maintain relaxed shoulders, with elbows positioned below the shoulder joint.
- 5 Position the chair's lumbar support in the small of your back.
- 6 Adjust seat height so knee angle is approximately 90°.
- 7 Ensure there is sufficient leg room under the work surface.
- 8 Place feet flat on the floor or on a foot rest.
- 9 Remember to take breaks & stretch regularly.

## PROFESSIONAL ERGONOMIC AND INJURY MANAGEMENT SERVICES

tel: 705-436-4504 email: [info@ergoconsulting.ca](mailto:info@ergoconsulting.ca)

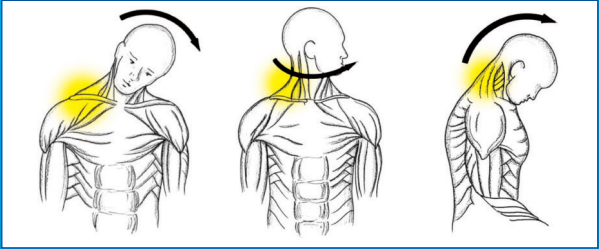
[www.ergoconsulting.ca](http://www.ergoconsulting.ca)

# ERGONOMIC TOOLKIT FOR THE OFFICE

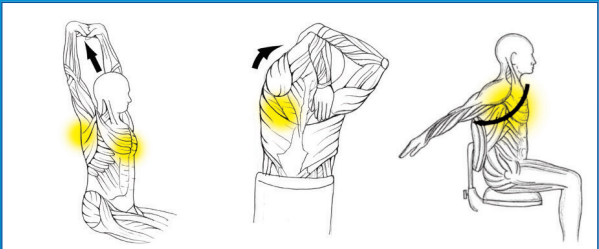
## STRETCHING

Stretch slowly and regularly - Hold for 20-30 seconds.  
Yellow shading indicates where the stretch should be felt.

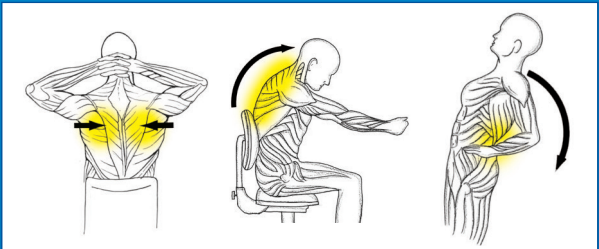
NECK



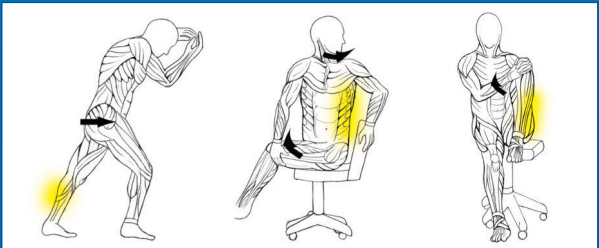
SHOULDER



BACK



LEG & HIP



HAND

