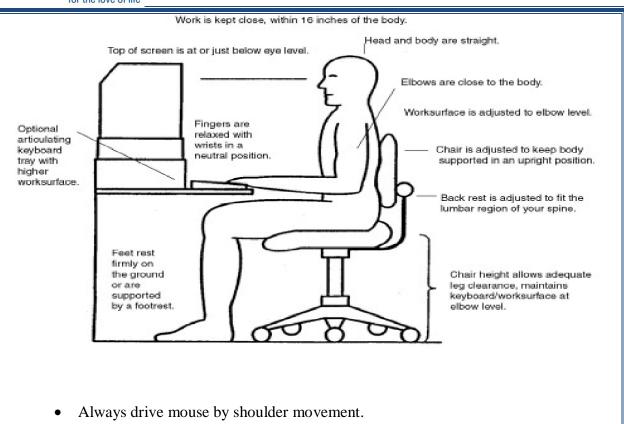


## **ERGONOMIC WORK STATION GUIDELINES**

Bulletin # 313



- Keep feet flat on floor, it will provide stability to upper body.
- Be aware of posture, it will improve working ability.
- Take 10 seconds micro pause after 10 minutes.
- Almost 90% discomfort cases can be resolved by workstation evaluation, if early reported.
- Try to use headsets/speaker phone for multitasking.
- Give rest to eyes by looking away from monitor.
- Keep all frequently used items within easy reach. •
- Adjust monitor positions as to make sure screen is 20-30 inches away from your eyes.
- Change lighting in the office as darker or lighter rooms may help in comfort. •

## **Energy and Persistence conquer all things**



Issue Date: February 27<sup>th</sup>, 2013

Pakistan State Oil