

# 10 Steps

## to a Healthier, More Productive Workplace

### Workplace Wellness

Making Your Workplace a Better Place.



- 1. Conduct ergonomic assessments.** Consider contracting an ergonomic specialist who can assess employees' workstation needs on an individual basis and help you implement ergonomic solutions. These specialists can be great resources when considering which products to purchase.
- 2. Make seating comfortable and adjustable.** Good posture is important to comfort and well-being. You don't have to spend thousands of dollars on a chair. Look for something comfortable that allows a user to adjust the height, backrest, and armrests to suit his or her body type. An office chair should support the lower back. Feet should reach the floor (if not, a foot rest will help).
- 3. Select a good monitor.** Purchase a good quality computer screen. Make sure the text characters on the screen look sharp, are high in contrast (e.g., black on white), and are a comfortable viewing size. Monitors should be placed at a comfortable height that doesn't make users tilt their heads excessively up or down. When seated comfortably, a user's eyes should be in line with the top of the display (about 2-3" below the top of the monitor casing).
- 4. Use ergonomic keyboards and mice.** Your employees spend a good part of the day with their hands on a mouse and keyboard. Ergonomic input devices are designed for comfortable posture, reducing repetition, and minimizing forces. Consider purchasing mice and keyboards that have been designed by ergonomists (<http://microsoft.com/hardware>).
- 5. Properly position keyboards and mice.** Place keyboard and mouse at the same height, about elbow level. Center keyboards in front of users with mice as close as possible. Upper arms should fall relaxed at sides.
- 6. Utilize software and hardware tools.** Work efficiency can be improved by effectively using the software and hardware features that ship with ergonomic keyboards and mice. Many keyboards and mice come with hot keys, wheels, programmable options, and other short-cuts for improving productivity.
- 7. Improve lighting.** In the computerized office, workstation lighting should be lower than traditional industrial workplaces. Desk lamps can supplement lighting for more visually intensive tasks such as reading paper documents.
- 8. Offer training.** New equipment is accompanied by both excitement and responsibility. To best understand these new tools, employees need to learn how to properly set up and use them. Also, encourage employees to take breaks throughout the day to exercise mind and body.
- 9. Employee health management.** Provide medical management to handle workers' compensation claims, provide necessary medical treatment, and get employees healthy and back to work as soon as possible.
- 10. Management evangelization.** Embrace the importance and success of your ergonomics program. It is helpful for management to recognize good actions of employees demonstrating to them your commitment to their overall health and well being.

Make your workplace a better place. Go to [www.microsoft.com/hardware/workplacewellness](http://www.microsoft.com/hardware/workplacewellness)