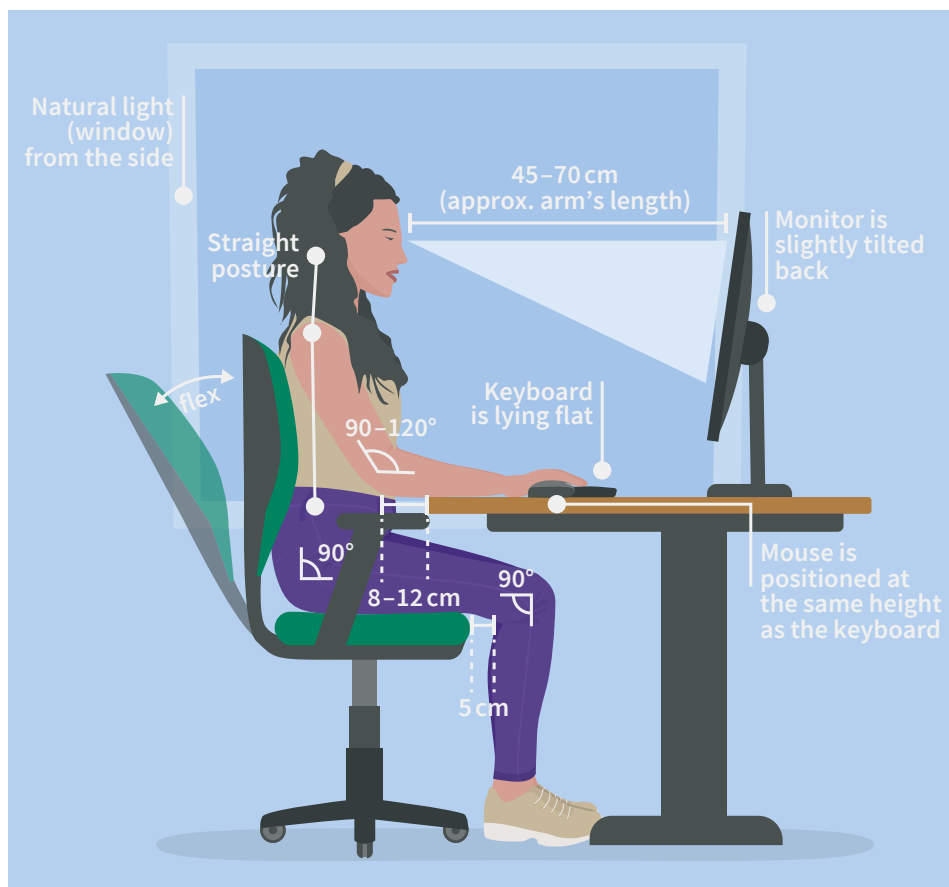


Checklist: Ergonomics in the office

Working at the monitor places one-sided strain on the body and for many employees in Switzerland leads to painful tension. With these tips for more ergonomics in the workplace, you can avoid such issues – and even maintain your long-term health and performance.



How to set up your workplace ergonomically

1. Set up your office chair

- Sitting height: Place your feet flat on the floor. Your knee and hip joint should form an angle of at least 90 degrees. Important: Shoes with heels change the recommended seat height.
- Sitting depth: The distance between the hollow of the knee and the front sitting edge should be approximately five centimeters.
- Height of the backrest: The inner curvature of the backrest should be at the height of the iliac crest.
- Backrest movement: The backrest should ideally be unblocked so that you can move it backwards and regularly shift the burden on your spine.
- Resistance of the backrest: If you have a heavy bodyweight, adjust the chair setting to a higher resistance. Turning it clockwise increases the resistance.

2. Adjust the level of your desk

- Relax your shoulder and neck muscles. Lay your lower arms on the surface of the desk. The angle between your upper and lower arm should be at least 90 degrees.

3. Set up the keyboard

- The keyboard should lie flat and straight in front of your body. The distance to the edge of the desk should be 10 to 15 centimeters. Important: Avoid increasing the height of the keyboard with the “keyboard feet”. Instead, arms and hands should form a line so that the wrist is not bent.

4. Position the mouse

- The mouse should be at the same height as the keyboard and not too far away from it. Your hand should be in a relaxed position over the mouse.

5. Position the screen

- Your screen should be placed directly in front of your body at about an arm’s length from your eyes. It is parallel to the edge of the desk. The upper edge of the screen is the breadth of a hand beneath your eye height. The top of the screen is tilted slightly backwards. Light enters from the side. This prevents reflections from forming on the screen. If you work with two screens, one of them will be your primary screen. This should be positioned centrally behind the keyboard. The second screen is placed slightly at an angle.

6. Use a headset

- Wedging the receiver between your ear and your shoulder places a major burden on your shoulder and neck muscles and should be avoided. A headset relieves this burden. An additional benefit is that you have both hands free.

7. Accessorize your laptop

- To improve the working height of your screen, you can slightly lift the back end of your laptop (using a folder, for example). If you use your laptop for more than one hour per day, you should use an external keyboard and mouse. For more than four hours per day, it is also recommended to use an external screen.

How to integrate more movement into your day-to-day life

Create more variety at the workplace

- Repeatedly change your sitting position at your workstation. For example, sit upright at the front edge of your seat every now and again.
- Regularly integrate short breaks for moving around in your work day: Walk to the printer, walk a few strides while drinking your coffee, or go out for a walk during lunchtime
- When convenient, stand up every once and a while during work, for example while you are talking on the phone or looking through files.
- Use a standing desk several times daily provided you have one available.

Keep yourself fit during your free time

- If you mainly work sitting down, movement on the way to work and in your leisure time is particularly important.
- Walk to work or ride your bike instead of taking the bus.
- Hobbies like jogging and exercise, during which you are doing a physical activity, are well suited to balance out long periods of being seated.
- Those who are less athletically inclined can get a leg up on exercise by taking long walks.



Further tips and information
are available at [AXA.ch/chm](https://www.axa.ch/chm)