



# ERGONOMIC GUIDE

**Aster**  
**HOSPITAL**

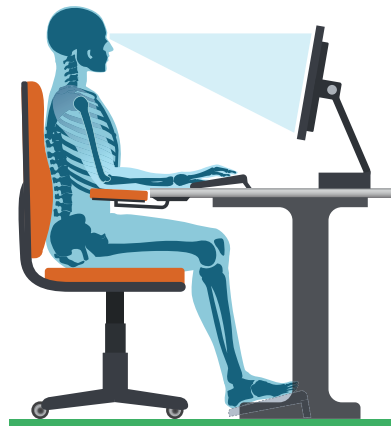
We'll Treat You Well



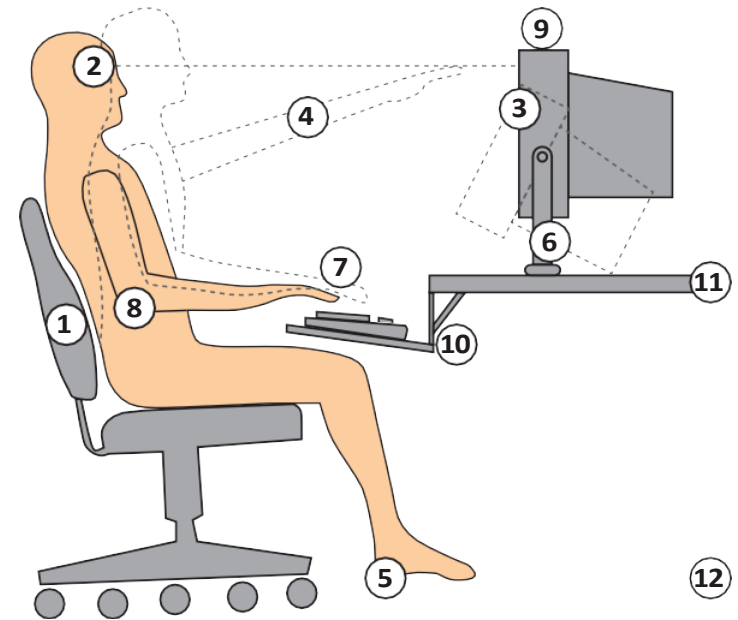
Digital Version



✗ WRONG SITTING POSTURE



✓ CORRECT SITTING POSTURE



### HOW SHOULD YOUR WORKSTATION BE?

- Appropriate to your height (standard is ~30 inches for computer work) so that you can work without stress.
- Should have a keyboard tray, preferably adjustable.
- Keep Frequently used items within reach.
- Avoid keeping objects under the desk that will prevent you from stretching your legs.

### SITTING RIGHT

- 1 Use a good chair with dynamic back support
- 2 Your computer monitor should be 2-3" (5-8 cm) above your eye level
- 3 Sit at arm's length from monitor
- 4 Keep your forearm on the armrest
- 5 Keep your wrist neutral while using keyboard and mouse.
- 6 Keep your feet on the floor/ stable footrest
- 7 Use a document holder, preferably in-line with the computer screen
- 8 Keeps your arms and elbows close to body.
- 9 Centre the monitor and keyboard in front of you, so that you don't have to strain your neck.

10 Use a tillable (front - downward) keyboard tray with an upper mouse platform

11 Your keyboard surface should be stable.

### REMEMBER

- Do not sit at a stretch for long hours, for it can hurt your back across time. Take a break every 40-45 minutes, walk a bit, relax your back and then sit.



PLEASE SCAN FOR  
THE LOCATION

# Aster HOSPITAL

We'll Treat You Well

Mankhool, Kuwait Road, Al Mankhool - Dubai

📞 04 440 0500 🌐 [asterhospitals.com](http://asterhospitals.com) 📱 📧 [asterhospital](https://www.instagram.com/asterhospital)

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