1. **Be Careful of Flying and Stationary Objects**
   According to the CDC, office workers are often struck by objects, bump into objects themselves, or get caught in or between objects, and as a result, are injured.

   A properly positioned workstation, in which your elbow is at 90 degrees and your computer monitor is at eye level, will reduce your risk of musculoskeletal problems. This includes bumping into desks, other people, file cabinets, copy machines, etc., and getting hit by objects that fall from cabinets tops, items dropped on feet, doors opening unexpectedly or cabinets that fall over if not properly balanced.

   Meanwhile, office workers get their fingers caught in drawers, windows and paper cutters, and their hair and jewelry caught in office machines.

   **Avoid Getting Hurt by Objects in the Office:** You can avoid these types of injuries, first and foremost, by staying alert, watching where you are walking and placing your fingers, keeping jewelry and hair away from machinery and concentrating on what you're doing. Meanwhile, open doors slowly in case someone is walking by.

   You can also ask your office manager to purchase proper storage devices so all materials can be safely stored out of the way, and to ensure that office machines have the proper safety guards attached.

2. **4. Get the Proper Workstation Ergonomics**
   Over time, using a workstation that does not fit your body (i.e. your chair does not support your back, your computer screen is too high or low, your wrists are at an uncomfortable angle while typing, etc.) can result in musculoskeletal problems of your neck, shoulders and back, poor posture, eyestrain and carpal tunnel syndrome.

   Along with setting up your workstation properly, it's essential to take breaks and change your position (whether seated or standing) frequently. For instance, look away from your computer screen for 30 seconds every 10 mintues, and get up to stretch every half hour. This will help to take some of the strain away and reduce your risk of being injured from making repetitive movements (such as typing) without a rest.
How to Set up an Ergonomically Correct Workstation: You can use these basic guidelines to improve your workstation right now.

- Adjust your chair so that your thighs are horizontal with the floor, your feet are flat, and the backrest supports your lower back. If your feet do not rest comfortably on the floor, use a footrest.
- Adjust your keyboard or chair height so that, while you’re typing, your elbows are at a 90-degree angle and your wrists are straight.
- Adjust your computer monitor so that the top of the screen is at your eye level.
- Use a document holder so your papers can be kept at the same level as your computer monitor.
- Make motions such as typing and stapling with the least amount of force possible.
- Adjust the window blinds or lighting so there is no glare on the computer screen.

Hover over item to highlight affected area.

- Top of monitor at or just below eye level
- Head and neck balanced and in-line with torso
- Shoulders relaxed
- Elbows close to body and supported
- Lower back supported
- Wrists and hands in-line with forearms
- Adequate room for keyboard and mouse
- Feet flat on the floor