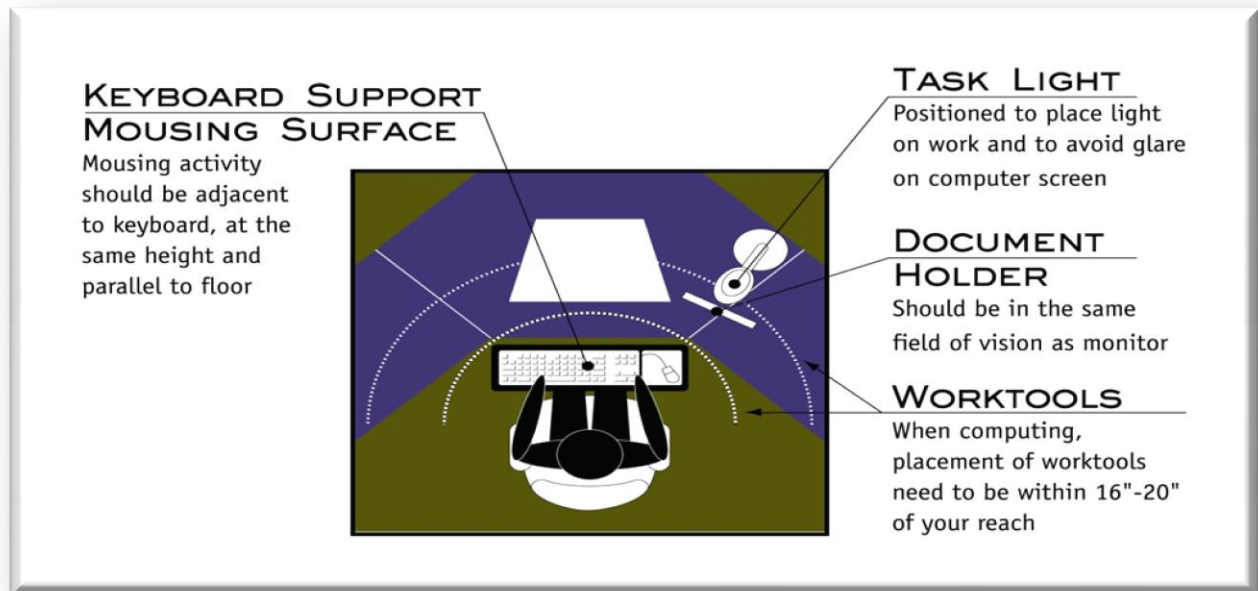


# Centralize & Organize Workstation & Tools



1. Bending and twisting in your chair can result in neck, shoulder or back pain. Prevent awkward positions by placing work tools, i.e. telephone, printer, or other items you use regularly, close at hand. Avoid twisting your torso, reaching up or bending while reaching. Use organizational work tools to help keep regularly used work items easy to reach and easy to find. *Picture and information provided by 'Details'*
2. Remove clutter – get organized.
3. Use a document holder to stand up current paperwork where it can be viewed with less bending of the neck and shoulder.
4. Use phone rest or phone headsets at workstation to avoid bending neck, shoulder and spine.
5. Make sure to set your monitor, keyboard and mouse at the proper height according to OEHS recommendations found at [tulane.edu/oehs](http://tulane.edu/oehs).
6. Remove clutter under your desk, you should be able to pull yourself all the way up to your desk without interference. Avoid storing boxes or other items under desk that limit your leg room.

For more information on Ergonomics visit our website at [tulane.edu/oehs](http://tulane.edu/oehs)