

Ten Do's and Don't's
in Your Office



Sit Fit

Ergonomics

Learn more at this Free Seminar!

9 a.m. to 10 a.m.

Friday, Sept. 17, 2010

at RTEC, 1200 W. 21st St. in Yankton

HR Manager Offers Seminar Testimonial

“ The 'Lift Safe' and 'Sit Fit' presentations were a good review for our company's health and safety programs. The videos provided a good overview of basic stretching exercises performed correctly, plus the demonstrations of some stretches by the presenters kept the participants involved. Our associates went away recognizing the benefits of stretching and overall wellness, with handouts which were a good reinforcement of what they learned. ”

- Rhonda Kocer
Kolberg-Pioneer, Inc.
Human Resource Manager
after attending in 2009.

Do These Things

- ✓ Sit with your feet flat on the floor.
- ✓ Maintain proper desk height for computer tasks.
- ✓ Stand, bending your knees while lifting your legs.
- ✓ Use an earpiece, headset or hold the phone with your hand.
- ✓ Place the middle of the screen at eye level.
- ✓ Take short "micro" breaks to prevent back and eye strain.
- ✓ Keep your chair at a height where your feet are flat on the floor.
- ✓ Keep your arm rests at a comfortable position.
- ✓ Keep a neat work space and proper screen height.
- ✓ Use your chair's ability to swivel and roll.

Don't Do These

- ✗ Bend or slouch in your chair.
- ✗ Keep your desk too high or too low.
- ✗ Bend and twist to pick up a heavy volume or object.
- ✗ Brace a phone between your head and neck.
- ✗ Place your screen so far from your eyes that you need to squint.
- ✗ Sit down for prolonged periods of time.
- ✗ Sit in a manner where your feet don't touch the floor.
- ✗ Allow arm rests to put pressure or strain on neck and back muscles.
- ✗ Write in a cluttered, cramped space with your computer screen.
- ✗ Twist your body to perform office tasks.

Breakfast will be provided by First Chiropractic Center.

"Let us help you on your journey toward better health."



Please RSVP to Katie Wintz at (605) 668-5700 or kwintz@rtecedu.org.