



Millinocket School Department

199 State Street

P.O. Box 30

Millinocket, Maine 04462

Francis N. Boynton, Superintendent of Schools

Phone: (207) 723-6400

Fax: (207) 447-6599

fboynton@emmm.org

ERGONOMICS TRAINING FORM

After viewing the MEMIC ergonomics video, please review the following points and make adjustments to your workstation as indicated below:

1. The head is positioned so ears are over the shoulders.
2. The monitor is 18-24 inches from your eyes.
3. The monitor is in direct line of sight at correct height.
4. Shoulders are relaxed.
5. Upper arms are in line with the torso.
6. Elbows are 90 degrees and close to the torso.
7. Wrists are in neutral position.
8. Mouse is on the same plane as the keyboard.
9. The chair provides good lumbar support.
10. Feet are flat on the floor or on a footrest.
11. Documents are not viewed at an awkward angle.

Sign and return this form to Central Office.

School Year: 20_____ to 20_____

Employee Name (Please Print)

Employee Signature

Date

.5 CONTACT HOURS