Your computer workstation

Chair:

- ☐ Adjust chair so that your elbow is level with the desk top. This may mean adjusting the desk down if an option, or using a footrest
- ☐ The thighs should be almost horizontal and the lower legs almost vertical.
- ☐ Both feet should be flat on the floor or on a footrest
- ☐ The chair backrest should support the lower back: not too high or low. The backrest should support the back in a comfortable vertical position. A slight recline is recommended
- ☐ Armrests should not obstruct the desk

Desk:

- ☐ If possible adjust desk height so feet are comfortably on the floor. Otherwise use a footrest
- ☐ Keep the area under the desk clear so that your can sit vertically without twisting your spine.
- ☐ Organise your desktop so that the most used items are close to you

Keyboard:

- ☐ Place the keyboard so arms hang naturally at the sides, elbows close to body. Place keyboard as close to the front edge of the desk as possible.

Posture:

- ☐ Hold head and spine straight but not rigid.
- ☐ If practical, find 2 or 3 positions where you are comfortable and alternate
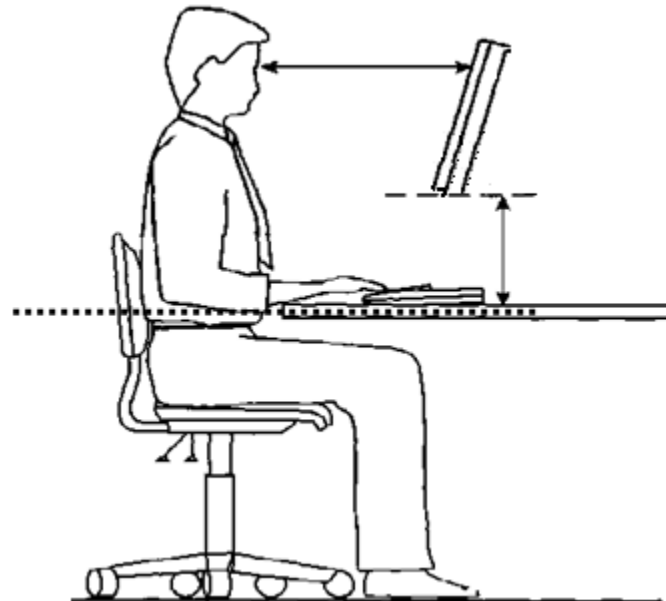
Document Holder:

- ☐ Arrange document holder at the same level as the screen if possible.

Monitor:

- ☐ Position the monitor directly in front of you with the top of the screen slightly below eye level. Adjust the monitor stand to get the correct level.
- ☐ The monitor should be approximately at arm's length from your seated position.
- ☐ Place the monitor to avoid reflections, for example at right angles to windows
- ☐ Slightly tilt the screen to allow your eyes to focus without bending you neck.
- ☐ For continuous data entry place the screen slightly to one side, and put the document holder slightly to the other side.

Work Regime:

- ☐ Stretch, switch tasks or change positions regularly to avoid excessive stress.
- ☐ As a minimum, take a 10 minute break every hour away from the keyboard.
- ☐ If possible, regularly, do some simple exercises.

Mouse:

- ☐ Place the mouse mat on your dominant side
- ☐ Keep your mouse in good working order
- ☐ If you use the mouse predominantly for some work move it into the middle instead of the keyboard.