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.

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

**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.

**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.

**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.

**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.

**Document Holder:**
- Arrange document holder at the same level as the screen if possible.

**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.