

Shoulders relaxed
Arms bent at elbows at approximately 90 degrees
Forearms approximately horizontal
Arms relax fully on armrest when not typing

Seat back height adjusted so small of back fits lumbar curve
Seat height adjusted so feet are flat on floor or footrest

No excess pressure on underside of thighs and backs of knees – 2 or 3 fingers' width free between the seat front and the back of your knee

Screen height and angle adjusted to allow comfortable head position and at comfortable distance from you (usually about an arm's length)

Wrists not bent (up, down or sideways) mouse close to keyboard edge

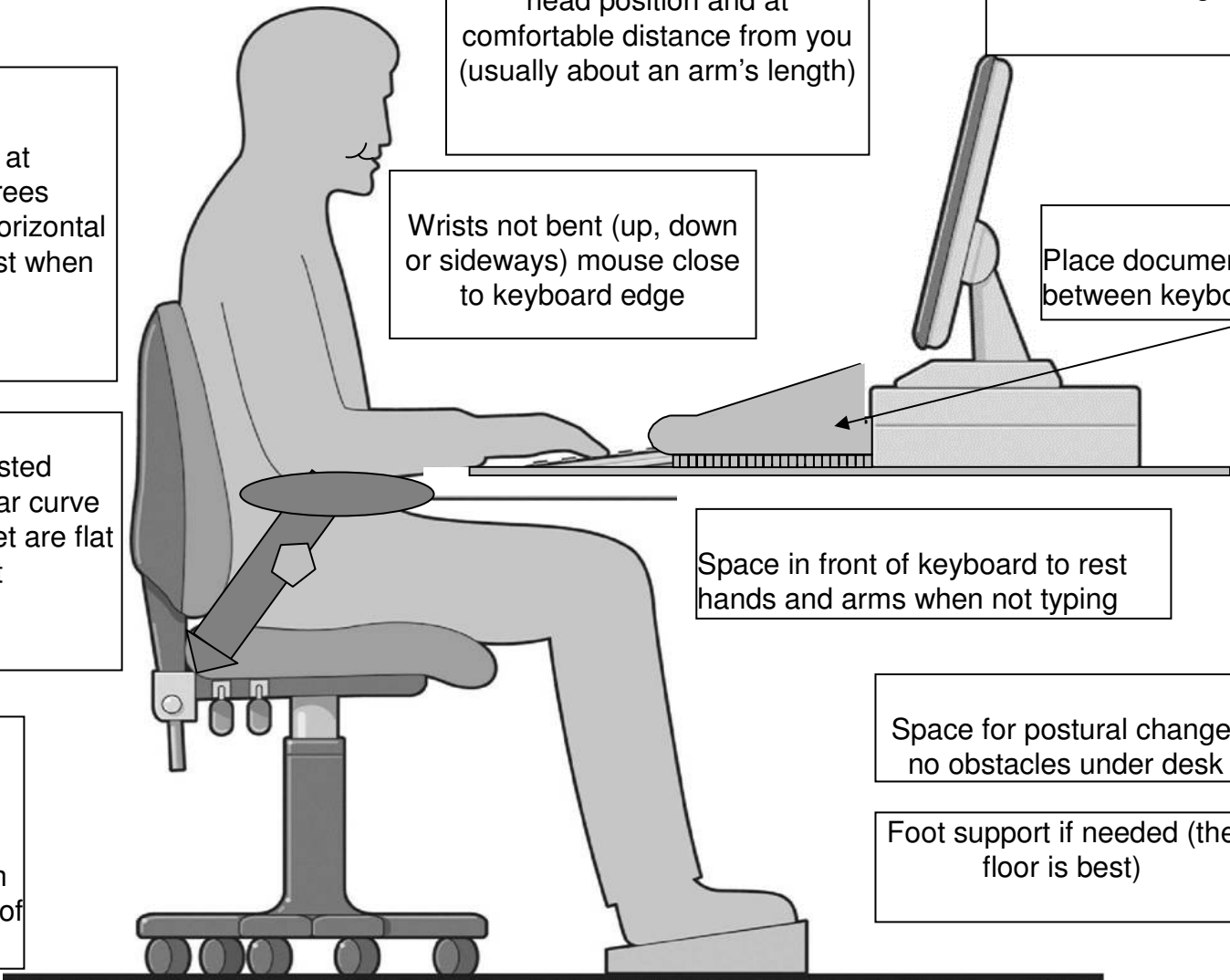
Screen height dependent on typing style, tasks performed, software used and glasses worn

Place documents on holder between keyboard and screen

Space in front of keyboard to rest hands and arms when not typing

Space for postural change, no obstacles under desk

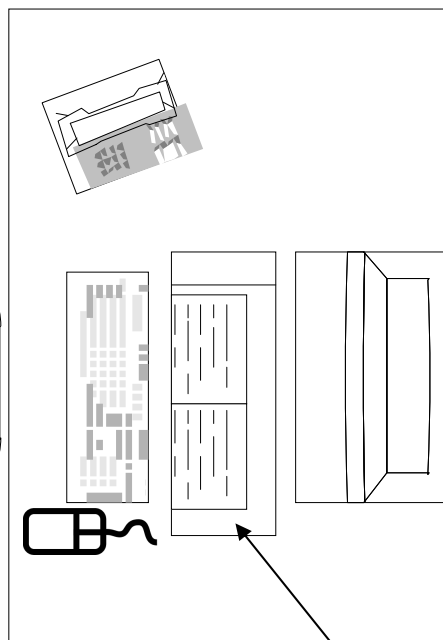
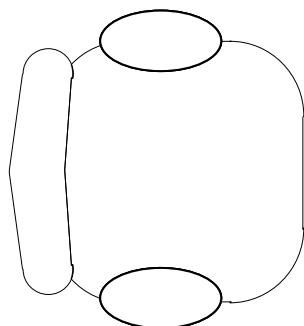
Foot support if needed (the floor is best)



YOUR DESK SET UP – YOU SHOULD BE SITTING COMFORTABLY

The phone should be close enough to you so you do not need to overstretch to reach it

Move your chair into the desk once you sit down



Keep the phone on your non-dominant hand side so you can write with your dominant hand using the document slope for your notepad and pen

Monitor, document holder and keyboard should all be in a line in front of you so you do not need to twist your neck

Keep the mouse close to the edge of the keyboard so you don't have to extend your arm outwards

Place documents on the document slope between you and the monitor

YOUR DESK SET UP – YOU SHOULD BE SITTING COMFORTABLY