

The screen should be positioned about an arm's length away and the top of the screen should be level with your eyes (dependant on glasses)

Make sure to take regular breaks away from your computer screen and desk

Place documents on a slope between the keyboard and the screen to minimise head movements

Wrists should be kept parallel to the desk

Position the backrest to fit the shape of your back

Arms should be relaxed by your side and level with the edge of your desk

Ideally when seated with your back against the backrest, your feet should have full contact with the floor or footrest

Keep the space under your desk clear and free from obstructions

Adjust the seat length to allow a 2-3 finger gap between the front edge of the seat and back of your knees

