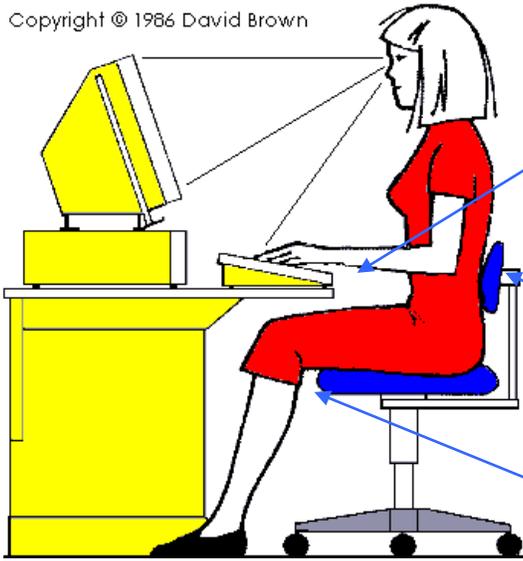


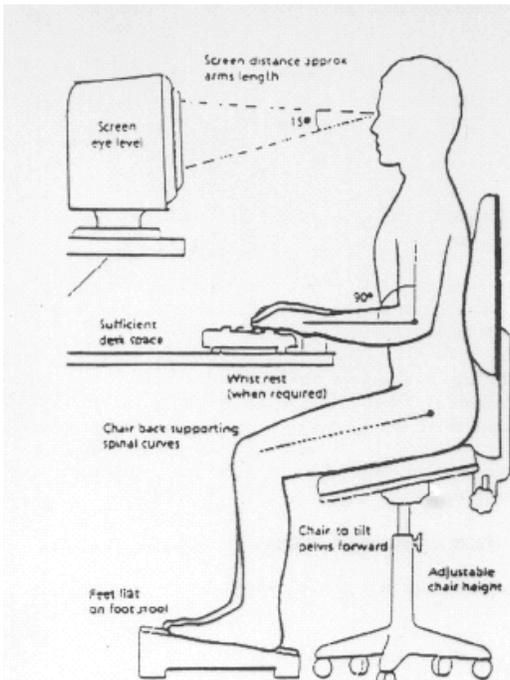
Adjusting your Work Chair/Workstation

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Good posture requires that:

- ✓ Your forearms are approximately horizontal with your fingers touching the keys
- ✓ Your wrists are in a neutral position – neither bent upwards nor downwards
- ✓ The angle between your forearm and your upper arm is approximately 90°
- ✓ Your feet are flat on the ground or on a foot rest
- ✓ Your back is upright and supported
- ✓ Your shoulders are not slouched or bent forward
- ✓ You are not twisted in your chair
- ✓ Your eyes look down to the centre of the monitor at a 15-20 degree angle.
- ✓ Your thighs are supported by a soft chair but with no pressure on the area at the back of your legs just above your knees
- ✓ Wrists do not lean on any surface (including wrist rests) while typing or mousing
- ✓ If telephone use is frequent, use of a headset instead of a handset.



1. Centre your chair so that you are facing your screen directly with the keyboard in front of you
2. Adjust the height of your seat so that your forearms are horizontal, wrists in a neutral position and fingers just touch the keys.
3. If you can not place your feet flat on the ground you need a footrest
4. Adjust the height of the screen so that the top of the screen is approximately at your forehead height
5. Adjust the HEIGHT and TILT of the backrest on your chair so that the lumbar roll on the chair back (the 'humped' bit) fits neatly into the 'small' of your lower back (the curved bit)
6. Position the keyboard in front of you with 100mm to 150mm (4 to 6 inches) clear space between the keyboard and the edge of the worksurface
7. If you have a wrist rest you can place it in this space but do not lean on it while keying
8. Place the mouse next to the keyboard (left or right) at the same level
9. Position your document holder at the same level as your screen