

Head

Head back, chin tucked, Ears, shoulder, hips aligned.

Neck

Use headphones. Do not cradle phone between head and shoulder!

Elbows

At sides - slightly more than 90 degree bend.

Chair

Fully adjustable with lumbar support in small of the back.

Eyes

Level with top 1/3 of screen. 18-24"

Document Holder

Adjacent to and at same height as monitor.

Keyboard

Same height as elbow with wrists slightly bent. *Keystroke gently!*

Mouse

Adjacent to and at same height as keyboard

Chair Height

Hips slightly more than 90 degrees, feet flat on the floor.

Take breaks every 30 minutes!



2.3 Ergonomics (Office)

If you sit behind a desk for hours at a time, you're not doomed to a career of neck and back pain or sore wrist and fingers. Proper office ergonomics, including correct chair height, adequate equipment spacing, good desk posture, short breaks and stretching can help you and your joints stay comfortable at work.

