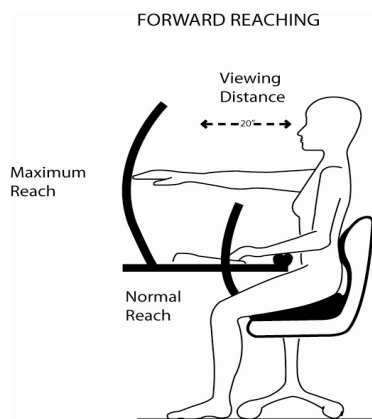
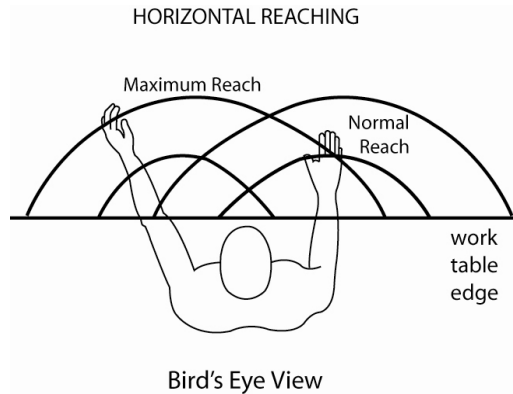


OPTIMAL SEATING FOR COMPUTER OPERATIONS



- ✓ **Lumbar Spine (low back) supported by chair or lumbar roll** so pelvis is tilted slightly forward.
- ✓ **Knees slightly below or even with hips** (with feet directly below knees) by tilting seat pan forward or sitting on a wedge. Experiment to find your comfortable position.
- ✓ **Feet supported on floor** (or foot rest if needed).
- ✓ **Thighs supported from buttocks to knees**, but without pressure at back of knees.
- ✓ **Sternum (breast bone) high and shoulders relaxed.**
- ✓ **Head erect with a 10°– 15° downward gaze** by placing monitor and documents at eye level (eyebrows at the top of the screen). Place these items in front of you to minimize head turning. Use a glare guard if overhead lighting reflects onto your screen.
- ✓ Position your chair so you sit **within 2"-3"** of your work.
- ✓ **Elbows at sides with hands slightly below elbows and wrists straight during keying.** Rest the weight of your arms on a cushioned wrist rest. Use a chair without armrests or remove armrests.
- ✓ **Position your mouse next to your keyboard** so your elbow remains near your side. Use a wrist rest during mousing to maintain a neutral wrist position. You may consider mousing with opposite hand to reduce repetitive motion



- ✓ **Place frequently used work materials within your normal reach.** This refers to work activities performed with your upper arms and elbows near your sides.
- ✓ Place less frequently used work materials (three times or less per hour) within your maximum reach. This refers to work activities with elbows extended/straight, but no forward or side bending of your spine/back.

General considerations:

- ✓ Avoid frequent raising of your arms/shoulders, as in reaching, beyond 60° (elbow not above chest level).
- ✓ Relax hands and forearms whenever able. Avoid unnecessary motions and do not perform pinch or grip any longer than needed. When reading computer text, rest arms on lap in a palm up position versus maintaining the "ready position" at the keyboard
- ✓ Change positions often. Try to stand briefly every 15 to 30 minutes.
- ✓ Perform warm-up exercises before work, and brief but frequent exercise throughout your work day to increase circulation, reduce muscle tension and fatigue, and to feel better at the end of your work day and work week.
- ✓ Use an ergonomic pen with a wider grip.