

HOW TO SET UP YOUR COMPUTER WORKSTATION

The key elements of healthy seated work posture

The Key Elements

1. **Feet well supported on the floor;** (or on a footstool); change position often; try one foot forward, one back. There should be no pressure under your thigh from the seat edge.
2. **Working surface/keyboard & mouse just below elbow height;** keep the keyboard & mouse close to the front edge of the desk
3. **Low back supported;** backrest should be raised & firmly support the small of your back.
4. **Sit tall – raise the screen to face height;** keep your head & chest up; if you let yourself slouch forward you're asking for a pain in the neck.
5. **Try a reclined working posture;** adjust your chair angle back sometimes and rest your shoulder blades against the top of the backrest; this rests your back & shoulder muscles; keep your bottom in the back of the chair; don't slide forward or let your back slump.

Other points for computer users:

- adjust your chair position often
- the top of the screen should be at eye level or slightly below (15 degrees at most) – unless you wear bifocal or multifocal glasses – then the screen should be low so you don't nod your head to look at the screen;
- put the screen surface at around arm's reach to stop neck and eye strain;
- ensure that copy & reference documents are angled up on a holder either at screen level or immediately under the screen.
- keep the items you most frequently reach for within close reach (e.g. phone, folder, calculator, date stamp)



Quick checks:

- HEAD & CHEST UP
- SCREEN AT EYEBROW HEIGHT
- SCREEN AT ARM'S LENGTH
- DOCUMENTS ON HOLDER
- KEYBOARD & MOUSE AT ELBOW HEIGHT
- SIT BACK RESTING ON BACKREST
- SNUG LOW BACK SUPPORT
- NO PRESSURE UNDER THIGH
- FEET WELL SUPPORTED