

CHECK YOUR WORKSTATION & CHAIR SET-UP

Check The Key Elements:

- Are your feet well supported on the floor?** There should be no pressure under your thigh from the seat edge. If your feet aren't well supported you'll need to get a footrest.
- Is the working surface/keyboard & mouse just below elbow height?** And is the keyboard & the mouse close to the front edge of the desk?
- Is your low back supported?** The backrest should be raised & firmly support the small of your back.
- Do you use the reclined work posture?** We recommend you adjust your chair angle back 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.
- Are you sitting 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. 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.
- Is the screen close enough?** Put the screen surface at around arm's reach to stop neck and eye strain.
- Are you craning your neck to look at copy & reference documents?** Ensure that copy & reference documents are angled up on a holder either at screen level or immediately under the screen.
- Are the items you most frequently reach for within close reach?** (e.g. phone, folders, calculator, stapler...)



Quick checks:

HEAD & CHEST UP

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