

Use the checklist to achieve the best sitting position you can.

Chair

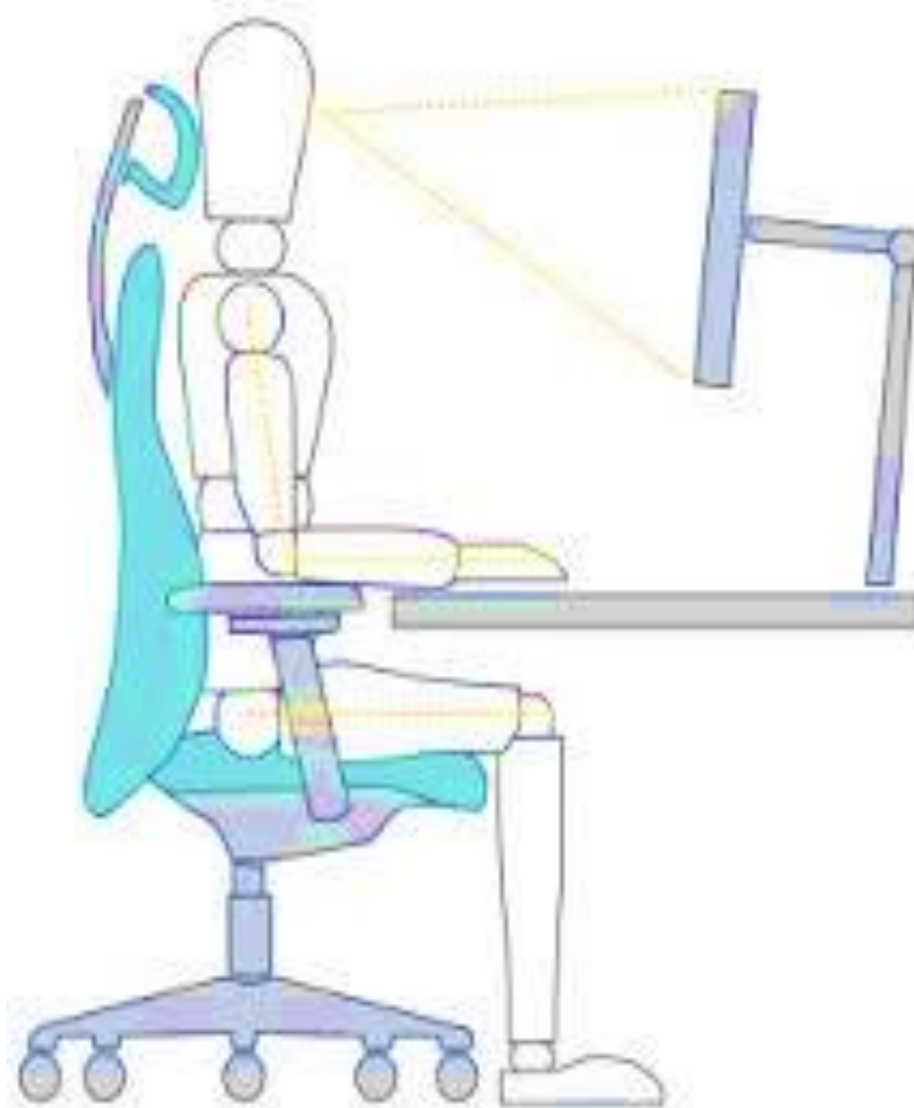
- Hips as far back as possible
- Seat height - hips and knees level, feet flat
 - *Use a foot rest if necessary
- Back rest angled between 100° and 110°, feel support across your whole back
- Arm rests support elbows when shoulders are relaxed
- Arms rests at desk height or just below

Desk

- Sitting correctly should be equal to or slightly above elbow height
- Keep under-desk space clear and desk surface uncluttered

Breaks

- Vary your tasks between sitting and standing
- Place your printer a short walk away
- Eye breaks - focus into the distance regularly



Screen

- Directly in front of you
- Top of screen at eye level
- Outstretched arms length away
- Position to avoid glare
- Position documents between keyboard and screen on an angled stand

Keyboard

- Directly in front of you
- Reached without elbow straightening
- Hands at elbow level or slightly above

Mouse

- Same surface as keyboard
- Reached by moving your hand to the side without elbow straightening

Telephone

- Use a headset if possible