

Ideal posture when using a computer or writing

Posture: Lengthen spine into its natural balanced position, keeping head held over the shoulders and in line with the buttocks.

Chair: Tilt seat forwards or level according to comfort or medical requirement. Adjust seat height so hip joint is slightly higher than knee joint.

Desk height: Middle row of the keyboard should be level with the elbow, (forearms parallel to the floor). If the desk is too low raise with desk feet, if too high use a foot stand and raise seat height. Place mouse in easy reach zone by keyboard.

Screen: Should be at arms length and on eye level in front of the user (visual angle 0-21°). Position at 90° to any light source avoiding glare or reflections. Use copy holder so input data is within field of view.

Telephone: If used for more than 40% of the working day consider a headset to free hands for more efficient working.

Space: Create sufficient room to work especially if multitasking. Place equipment on stands or arms if necessary.

Movement: Prevent static loading. Rock, change position to reduce fatigue. Place one foot in front of the other, alternate position during the day. Take breaks and vary tasks.

