



LIGHTING:

Ceiling lights should not throw glare on your screen.

MONITOR:

The best monitor set-up is one that reduces eyestrain and muscle tension

KEYBOARD:

Improper keystrokes can put a great deal of strain on fingers, hands and wrists. Soft keystrokes and straight, relaxed wrists go a long way towards reducing this

UNDER THE TABLE:

Ensure sufficient space under the work surface for changes in posture

KNEES:

Knees should be slightly below hip level to aid circulation

FEET:

Feet should rest firmly on the floor or a footrest so they can support the upper body

EYES:

Ensure your screen is at a comfortable viewing distance and at eye level

ARMS:

Try to keep your arms parallel to the floor

ELBOWS:

Elbows should be close to the body, not resting on armrests when typing

LEGS:

Avoid excess pressure on the back of your knees and thighs

HEAD:

The head should be balanced over the shoulders

POSTURE:

Sit all the way back in the chair to support your spine

SHOULDERS:

Shoulders should be relaxed, not hunched

SEAT:

Adjust your seat back, height and tilt to give good lumbar support.

