

DO YOU HAVE THE PROPER WORK SET UP?



POSTURE

- Keep your shoulders relaxed. Avoid slouching forward.
- Keep your arms relaxed by your side with elbows bent to 90 degrees. Adjust the armrests to support your forearms.
- Your knees should be at the same height as your hips. You should be able to fit 3 fingers between the edge of the chair and your back of your knee.

WORK STATION

- Use a chair with good back support and keep your back resting against the chair.
- Keep the screen at eye level.
- Place the keyboard and mouse close to the edge of the desk and keep your wrists flat.
- The level of your forearms should be the same level as the desk.

TIPS & TRICKS



- If your feet don't touch the floor, try placing a book or small box under them.
- If you have a separate keyboard, place the monitor or laptop up on a small box so that the top of the screen is at the level of your eyes. If not, keep the laptop keyboard within reach with your arms relaxed by your side.
- Stand up, stretch, or take a short walk every 30-45 minutes to keep your muscles loose.
- Place a rolled-up hand towel behind the arch of your back for extra support.
- Try to look away from the screen about every 20 minutes to give your eyes a break.
- Try using a desk that converts to a standing desk to stretch out your leg muscles.



WHY IS THIS IMPORTANT?

Having a proper work set up and good posture can:

- Decrease stress and fatigue on the body and lower the risk of injury and pain
- Decrease money and time spent on healthcare visits
- Decrease number of lost or absentee work days
- Improve work productivity levels
- Improve quality of life

References:

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