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OFFICE ERGONOMICS BASICS

- 1 Your feet should lay flat on the floor or on a footrest
- 2 The back of your knees should be clear of the front edge of the seat
- 3 Your thighs should be parallel to the floor, creating an angle of 90 degrees at the hips and knees
- 4 Your lower back should be well supported by the backrest of the chair
- 5 Your forearms should be well supported and your shoulders relaxed at all times
- 6 Your wrists should be straight and your hands in line with your forearms
- 7 The top of the monitor should be at eye level
- 8 Desk organization: frequently used items should be placed within arm's reach



Posture check

Are you:

- Sitting upright with your back supported by your chair?
- Square with your work station with your wrists straight and hands in line with your arms?
- Avoiding hunching or shrugging your shoulders so that they're relaxed at all times?
- Evenly distributing tasks between your left and right arms?
- Only reaching within arms reach for objects you use frequently?
- Holding your phone in a proper position?