

SITSAFE - WORK SAFE

Your Eyes

Make sure you rest your eyes. Look away from the screen at very regular intervals and focus on a distant object.

Adjust the brightness and contrast controls to improve the screen image.

Tilt the screen to eliminate glare and reflections from lights or windows.

Your Spine and the Chair

Adjust your chair so the curve of the backrest fits snugly into the small of your back.

Set your chair height so that the keyboard is at, or slightly lower than, your elbow level.

Lower the chair for reading and writing tasks. Use a large folder to angle documents when reading.

Your Arms

Let your arms hang naturally by your sides - shoulders low and relaxed.

You should have an angle 90 degrees or slightly greater at your elbows.

Keep your wrists straight and your hands relaxed when using the mouse and keyboard.

Your Legs

Your thighs should be roughly horizontal and your lower legs at 90 Degrees.

Support your feet flat on the floor or footrest.

The Monitor

Make sure the monitor is centred directly in front of you - not to one side.

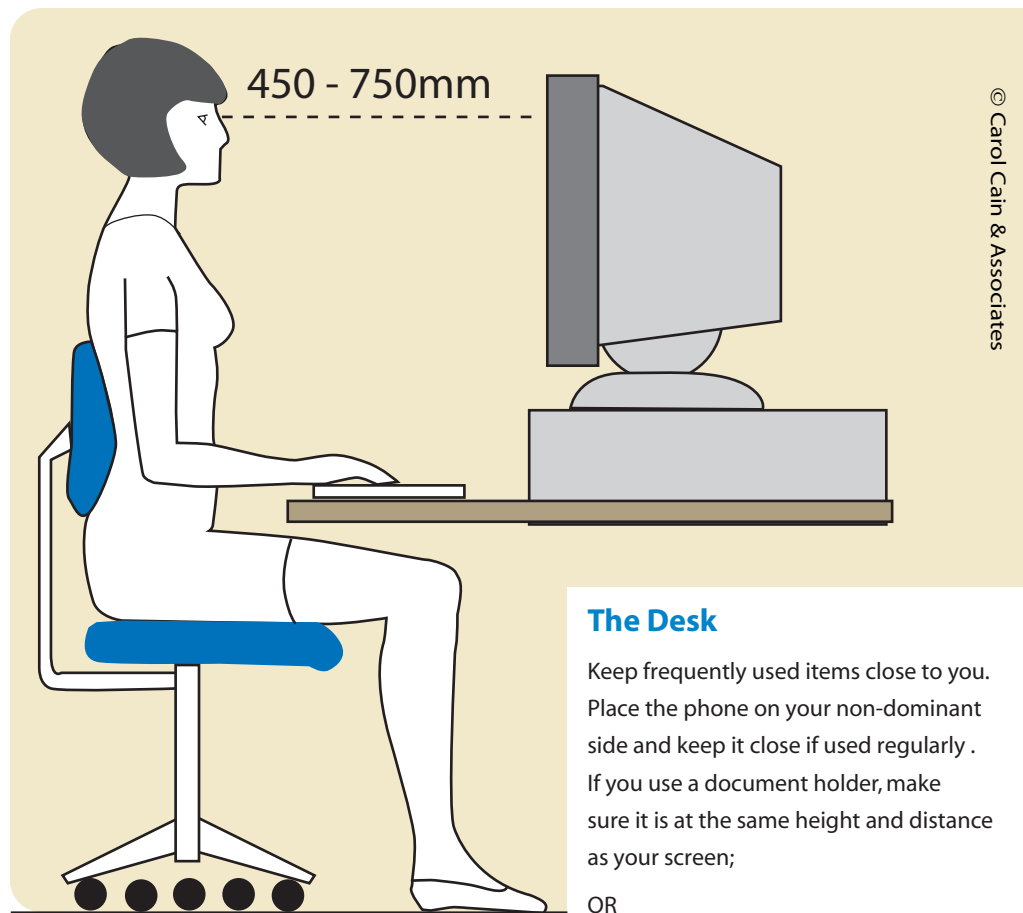
The top of the screen should be at, or slightly below, your eye level. Bi-focals or multifocal glasses make a difference - ask for assistance.

The monitor should be about arm's length from your usual sitting position.

The Mouse and Keyboard

The keyboard is best kept flat. But you may tilt it if you need to look at it, and find this more comfortable for your neck.

ALWAYS keep the mouse in close.



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The Desk

Keep frequently used items close to you. Place the phone on your non-dominant side and keep it close if used regularly. If you use a document holder, make sure it is at the same height and distance as your screen;

OR

Use a folder to prop documents between keyboard and screen if you need to look at the keyboard. Leave room for your legs. Store your mobile drawer unit under the storage area of your desk and don't store other items under the desk

Points to remember:

- * Regular movement is essential.
- * Vary your posture throughout the day but don't slouch.
- * Organise your day so that you have a mix of activities.
- * Don't forget to adjust your chair height and backrest angle when you change tasks.
- * Take the time to stretch - especially your back, neck, shoulders and wrists.
Get up and move around.