

Workstation Posture

The combination of lengthy sitting and poor posture can result in a variety of office-related injuries like lower back pain, neck and shoulder pain, decreased blood circulation, and repetitive-use injuries to hands and wrists. Make a conscious effort to monitor your posture throughout the day. Follow these tips to check your alignment whenever you sit down.

Head

Head back, chin tucked. Ears, shoulders, and hips aligned from side view.

Neck

Use headphones for phone calls. Don't hold the phone to your ear with your shoulder.

Elbows

Keep elbows at side (do not flare). Keep bent at 90° or slightly more.

Keyboard

At elbow height. Wrists should be slightly bent. Use soft keystrokes.

Mouse

Place next to keyboard, and at the same height.

Chair

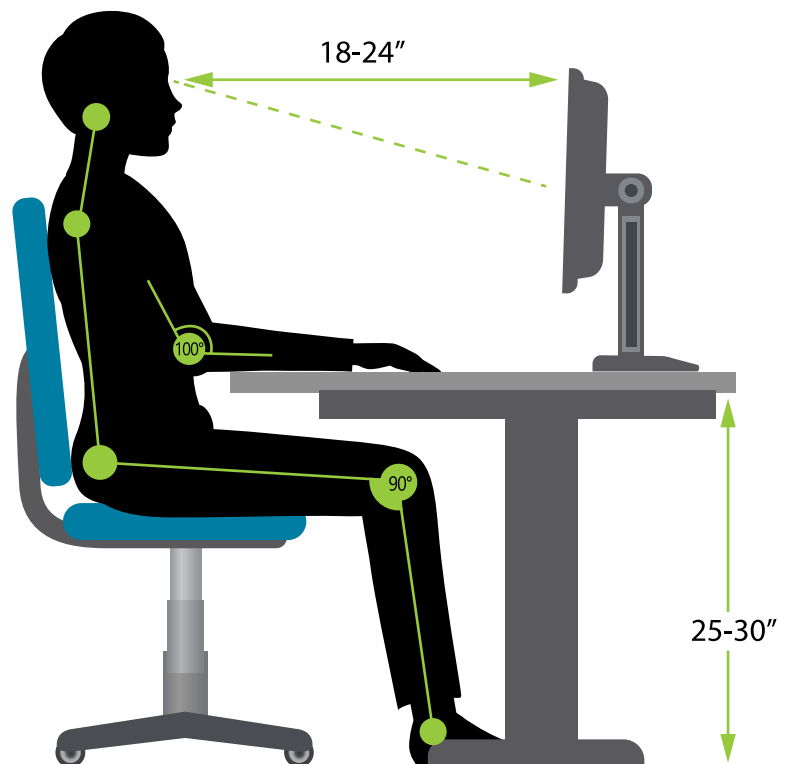
Fully adjustable with lumbar support in the lower back region.

Chair Height

Hip angle slightly greater than 90°. Plant feet flat on floor.

Eyes

Line of sight level with top 1/3 of screen. Keep 18-24 inch distance between eyes and screen.



Eyes

Computer monitor should be at eye level and directly in front of you.

Monitor

Tilt screen at a 20° angle, 18-24 inches from your eyes.

Arms

Keep elbows at side (do not flare). Keep bent at 90° or slightly more.

Wrists

At elbow height. Wrists should be slightly bent. Use soft keystrokes.

Stance

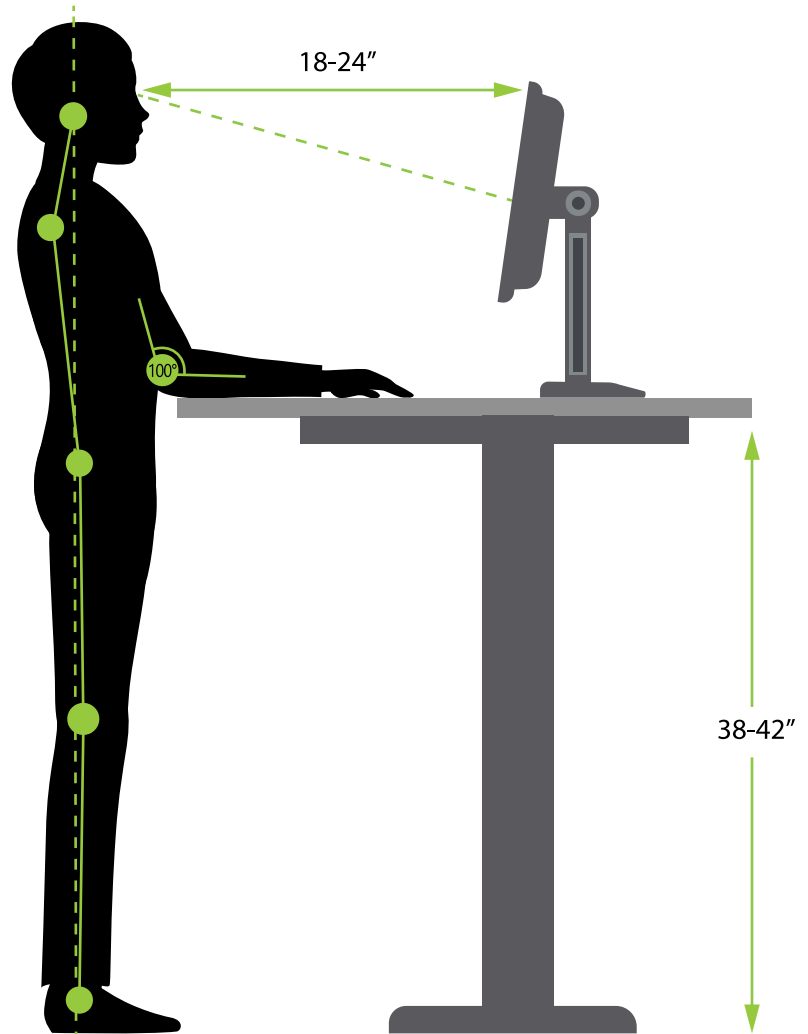
Be cautious of putting all of your weight on one leg for long periods of time.

Knees

Avoid locking your knees, keep them slightly bent.

Shoes

No heels! Use a padded mat for extended periods of standing. Wear supportive shoes.



Working from home and don't have your full office set up? Follow these tips.

- Change your posture often, alternate every hour if possible
- Put a pillow on your seat or fluffy towel for extra cushion if needed
- Add a rolled towel for lumbar support
- Put your feet up, or stretch your legs, to increase circulation
- Elevate your laptop if you're working on a reading-intensive task
- Lower your laptop if you're typing quite a bit
- Take a 3-5 minute break every 30 minutes to move



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