



5 Steps to Good Posture at Work

Just as no two people are alike, one workstation concept for every shape and size no longer works for maximum productivity and basic health. Below you will find five simple steps to follow to maintain good posture and health while sitting at your computer. This is your personal workstation footprint

1. CHAIR - GOOD POSTURE STARTS FROM THE SEATED POSITION

For people choosing the 90° seat pan posture adjust the chair height by lowering about one inch. Your feet will be firmly on the floor to maintain the correct posture of the normal (S curve) lordosis of the spine.

Measure from floor to top of kneecap _____

(This measurement should be height of chair with 2-4 degree forward tilt while you are sitting in chair) Your knees should be slightly lower than hips..

Measure length at thigh while seated _____

(This measurement is called popliteal) This determines the correct depth of the seat pan to fit your legs properly. Without correct seat pan depth your spine is not supported. The ideal chair would have a fist of room between the end of the chair and the back of your leg.



Back rest needs to support lumbar curve

Adjust height of backrest to accommodate curve of back. While using your computer the back rest needs to come forward to support the small of the back.

The newer ergonomic chair backs can be adjusted from the seated position on a ratchet system and have 5-7 increment height adjustments. This is ideal.



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2. WORK SURFACE - WORK SURFACE HEIGHT

Measure from floor to elbow while seated _____

This measurement is the ideal height of your work surface. This height allows you to access your work without bending over to reach it. It allows the open angle of your body promoting good posture. Rest your hands in your lap which is the natural relaxed posture for most people. Ask a friend or coworker to measure for you since bending or twisting from the waist will give an inaccurate measurement

Height adjustable, Dual Surface



3. KEYBOARD TRAY - NEGATIVE TILT HAS PROVEN BENEFICIAL

Measure from floor to wrists while resting _____

This measurement usually is about 1 1/2 - 2 inches below the work surface. The negative slope of the keyboard tray has been proven the most neutral posture for wrist/hand alignment.



Support the palms not the wrist while keying..

Ergo Tips: Maintain neutral wrist posture by using a negative slope of keyboard tray.

Ideal typing posture: Negative slope keyboard support

In the ideal typing posture both static and dynamic muscle loads are minimized. This posture is achieved when the keyboard is below seated elbow height and the keyboard base is gently sloped away from the user so that the key tops are accessible to the hands in a neutral posture. In this position the arms, shoulders, neck and back can relax, especially during brief rest pauses. Also, in this slightly reclined sitting position the low back rests against the lumbar support of the chair, the elbow angle is opened to promote circulation to the lower arm and hand, the abdominal angle, and the popliteal angle (behind the knees) are opened to promote blood circulation. The feet rest firmly upon the floor

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4. MONITOR HEIGHT - LOOK STRAIGHT ON MONITOR

Measure from floor to eyebrow _____

Your head weighs about 8 lbs., so it is essential to place the monitor at the correct height to eliminate your head from looking down or up at the monitor. An arm's length away is the ideal distance for monitor placement. An anti-glare filter is effective to reduce unnecessary glare and eyestrain. If using a laptop you might consider a lapriser and separate keyboard.



Ergo Tips: The computer monitor should be placed directly in front of you and facing you, not angled to the left or right. This helps to eliminate too much neck twisting. Also, whatever the user is working with, encourage him/her to use the screen scroll bars to ensure that what is being viewed most is in the center of the monitor rather than at the top or bottom of the screen.

5. DOCUMENT HOLDER - VERTICAL EYE MOVEMENT IS BEST

Place your documents in front of you

This avoids twisting your neck and shoulders to look at a document. The line of vision is vertical and reduces eyestrain as well.

Ergo Tips: Use an adjustable document holder, preferably in-line with the computer



For more ergo tips visit www.ergo.human.cornell.edu/ or www.tifaq.org/ergonomics.html

This is your personal workstation footprint. However, this procedure may not meet all of your needs. If you are still having problems after following this procedure, you should contact your health care provider.

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