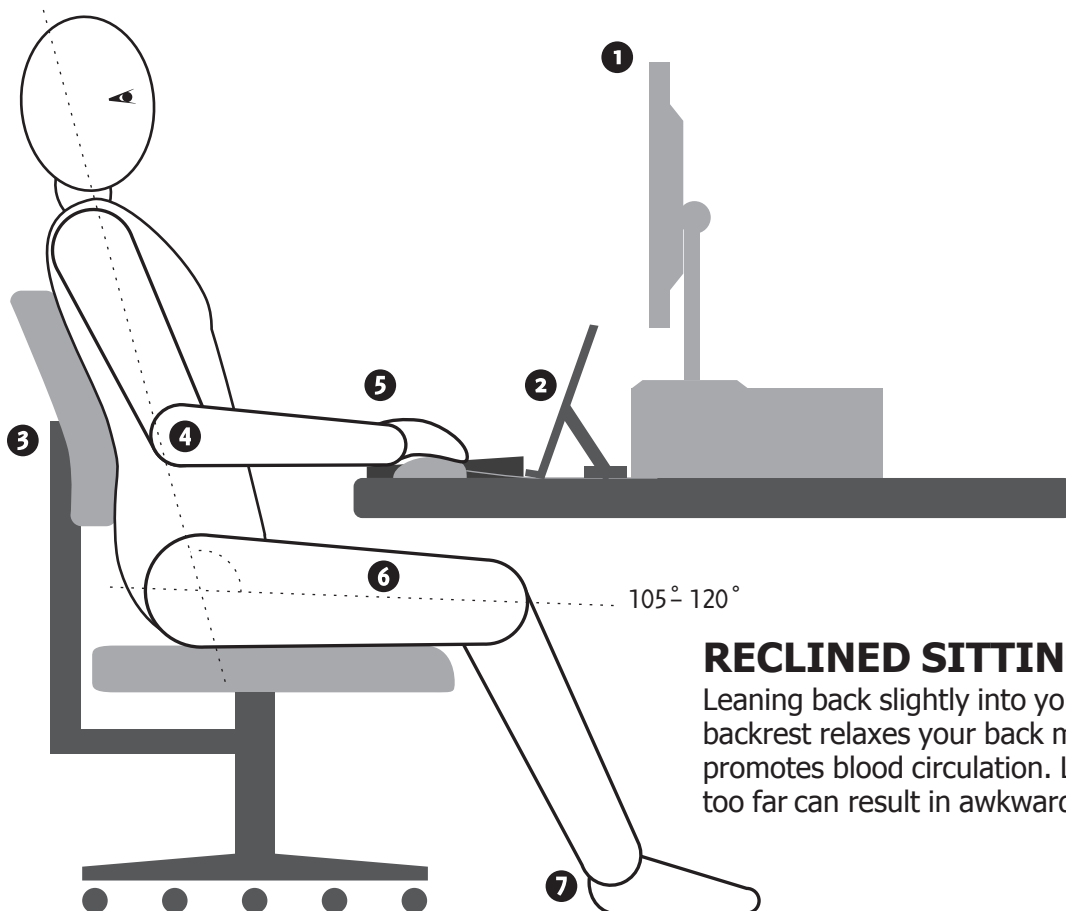


# A USER FRIENDLY WORKSTATION



## RECLINED SITTING

Leaning back slightly into your chair's backrest relaxes your back muscles and promotes blood circulation. Leaning back too far can result in awkward neck postures.

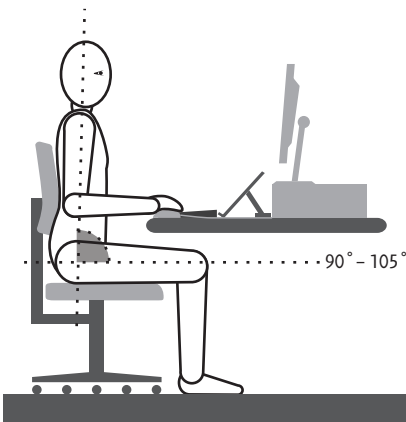
## ✓ CHECKLIST FOR A USER FRIENDLY WORKSTATION

- |   |  |
|---|--|
| <b>1</b> ✓ Top of screen at eye level; lower for bifocal wearers<br>✓ Screen distance at arm's length (18 – 36")                  | <b>5</b> ✓ Wrists straight (neutral)<br>✓ Padded, movable wrist rest, same height as front of keyboard (Do not rest wrists while typing) |
| <b>2</b> ✓ Document holder centered between monitor and keyboard or next to screen  | <b>6</b> ✓ Knees at or below hip level<br>✓ Ample legroom under work surface   |
| <b>3</b> ✓ Chair backrest provides firm lower back support<br>✓ Chair back and seat easily adjustable for height and tilt by user | <b>7</b> ✓ Feet rest firmly on floor or foot rest  |
| <b>4</b> ✓ Keyboard height promotes relaxed arms with forearms parallel to floor<br>✓ Mouse/pointing device next to keyboard      |  |

# ALTERNATIVE POSTURES AT A USER-FRIENDLY WORKSTATION

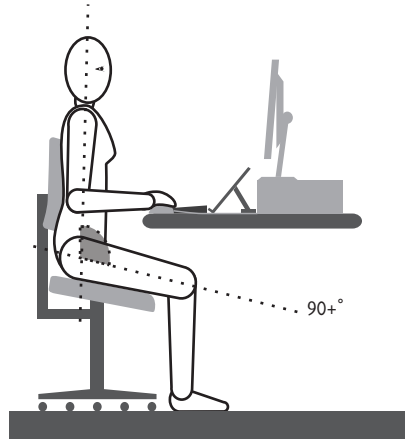
*Your body is designed to move throughout the day. Sitting or standing for long periods can have adverse health risks.*

- Vary your position often throughout the day  
Try out some of the postures below to find out which are comfortable to you
- Rotate your job tasks to avoid constant keyboard work
- Take frequent, short breaks to get up and move around



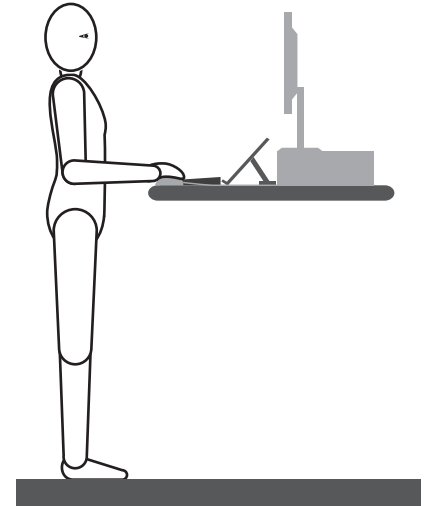
## UPRIGHT

Sitting upright with your elbows, hips, and knees bent at right angles can fatigue your back muscles over time and lead to slouching.



## DECLINED

Raising your chair's seat and tilting the front of it downward slightly will open your hip angle. This will also be easier on your back, but may not be comfortable if you have knee or foot problems.



## STANDING

Prolonged standing can also be fatiguing. Prop one foot up on a low footrest occasionally to shift your weight. Alternate positions include using a counter height chair or height adjustable sit/stand workstation.