GUIDE TO ERGONOMIC SEATED POSTURE

Head balanced directly over spine.
Shoulders completely relaxed; not raised.
Upper arm in line with torso.
Back fully engaged with back rest.
Arm rest set at elbow height. *or drop armrests, pull in closer and support arms on work surface.
Arms flat & supported from elbow to fingertips.
Seat height adjusted to that feet don't dangle.
Eyes are looking straight ahead.
Adjust monitor arm's length away.
Elbow bent at 90 degrees or wider.
Lower desk to about elbow height; wrists straight.
Knee bent at 90 degrees or wider; thighs parallel with floor.
Feet flat on floor, supporting leg weight.
"3 finger gap" between seat edge and back of knee.

Top of monitor aligned to eye height.

Fixed-height desk?
These tools can help you get to the right height.

Keyboard Tray
Adjustable Monitor Arm
Foot Stool
GUIDE TO ERGONOMIC STANDING POSTURE

Tips on healthy posture:

» Always avoid twisting at the neck; stay centered and symmetrical.

» Your eyes always “win.” The placement of what you look at (e.g. monitor, laptop) will affect head and neck position.

» Avoid splaying at the elbows - make sure your arms are close to your body and upper arm is in line with torso.

» Armrest use is optional and based on individual comfort and preference.

» Movement is key for health and productivity. Changing postures often encourages blood circulation, bringing oxygen to the body and brain.