## THE ERGONOMICALLY POSITIONED WORKSTATION

Slouching, slumping or bending forward at the computer can lead to discomfort, fatigue and backaches. Follow these guidelines to help prevent problems from occurring when sitting at your workstation.

- A. Top one-third of the screen positioned at or below eye level; distance from user a minimum of 18", typically at arm's length.
- **B.** Wrists should be a natural extension of the forearm, not angled up or down.
- **C.** Elbow relaxed. Lower arm opened to at least 100° to upper arm.
- D. Adjustable back rest to accommodate the normal forward "C" curve of the lumbar spine (low back).
- **E.** Keyboard flat at elbow level with palms resting to support hands during rest.
- **F.** Thighs approximately parallel to the floor.
- G. Easily adjustable seat height.
- **H.** Swivel chair with 5-point base and casters (wheels).
- I. Feet resting firmly on the floor; footrest needed if feet are not supported by the floor.
- J. Document holder in line with front of the monitor. Height and angle adjustable for the comfort of the user.



