

## Recommendations for a Safe Seated Workstation

*(Numbers correspond with those in the picture below)*

1. Use a supportive chair and sit back allowing the backrest to support you.
2. Position the top of the monitor 2 –3” above eyes, eyes should look downward, toward the middle of the screen. Neck should remain neutral, not forward, and chin is level.
3. Position the monitor to avoid glare on the screen.
4. Sit with at least an arms length of distance away from the monitor.
5. Keep feet flat on the floor or add a footrest for support.
6. Use an inline document holder, which is placed directly in front of the monitor. Eyes can shift to view monitor and documents, but the neck remains in neutral position.
7. Body parts should avoid contact with any surface and wrists should remain neutral. Avoid leaning on wrists while keyboarding and wrist should float when using the mouse.
8. Arms and elbows remain close to the body, and avoid repetitively reaching for objects.
9. Center the monitor and keyboard directly in front of you, not off to a side. Hips and shoulders remain in line with the monitor and keyboard.
10. Use an articulating keyboard tray that allows for a negative tilt position (slanted away from you). Tray should never be positioned in a positive tilt (slanted towards you).
11. Use a stable work surface, preferably with smooth edges. Avoid leaning on any surfaces.
12. Take frequent short breaks to reduce muscle fatigue and to allow for blood flow into overused areas. Stretches are recommended during short breaks, and at least every hour.

