POSITION for Safety and Comfort

HEAD level in line with the torso

FOREARMS, WRISTS and HANDS relaxed and straight

ELBOWS close to the body, bent between 90° and 120°

EARS in line with shoulders

SHOULDERS back and relaxed, not rounded or elevated

BACK straight and supported, sitting upright or leaning back slightly

THIGHS and HIPS supported by well-padded seat, parallel to the floor

FEET forward, fully supported by the floor or footrest

Remember

WHEN KEYING, float your hands over the keyboard, and use palm rests between bursts of keying. WHEN MOUSING, keep your wrists straight, and use the elbow to pivot.

ADJUST your chair to fit you, if possible.

CHANGE your working position often throughout the day, stretching your fingers, hands, arms, and torso, and by standing and walking around for a few minutes periodically.



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