## 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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