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1 Use correct seating & posture

- **Chair Height:** Keep your feet flat on the floor or on a footrest
- **Seat Pan Depth:** The back of your knees should not touch the seat
- **Backrest Position:** Ensure your back is fully supported by the back rest
- **Neutral Posture:** Work in a position that requires the smallest amount of muscle activity

Remember

Your chair is only one piece of the equation. Posture is ultimately dictated by where your hands and eyes go!

3 Implement proper monitor & document placement

- **Find your optimal viewing window**

Height: Position the top section of your screen "just below eye level"

Viewing Distance: Should be about "an arm's length away" or approximately 500 - 850mm away from the screen

- **Document placement:** Promote Neutral Posture

1. Place your document in a copy holder
2. Position your document close to your computer screen
3. Bring document holder within an optimal viewing range



In-line document placement



Remember

Change, even the correct change, can feel awkward, perhaps even uncomfortable at first. Stick with it!

2 Minimise risks through proper keyboard & mouse usage

- Position your keyboard and mouse **CLOSER** to your body
- Position your keyboard flat
- Keep your forearms approximately parallel to the floor with elbows at a 90-110° angle

Remember

Use a palm support to help eliminate risk factors. Keep hand, wrist, and forearm straight. Keep hand position level with or below elbow position

Neutral Wrist Posture (0 degrees)



4 Apply an appropriate desktop layout

- Ensure that you have adequate space for your accessories
- Keep frequently used accessories within your neutral reach zone

Neutral Reach Zone: The area that can be conveniently reached with a sweep of the forearm while the upper arm hangs in a natural position at your side