



# 5 STEPS

to setting up your workstation

# Step 1

Adjust seat height to achieve all of the following:

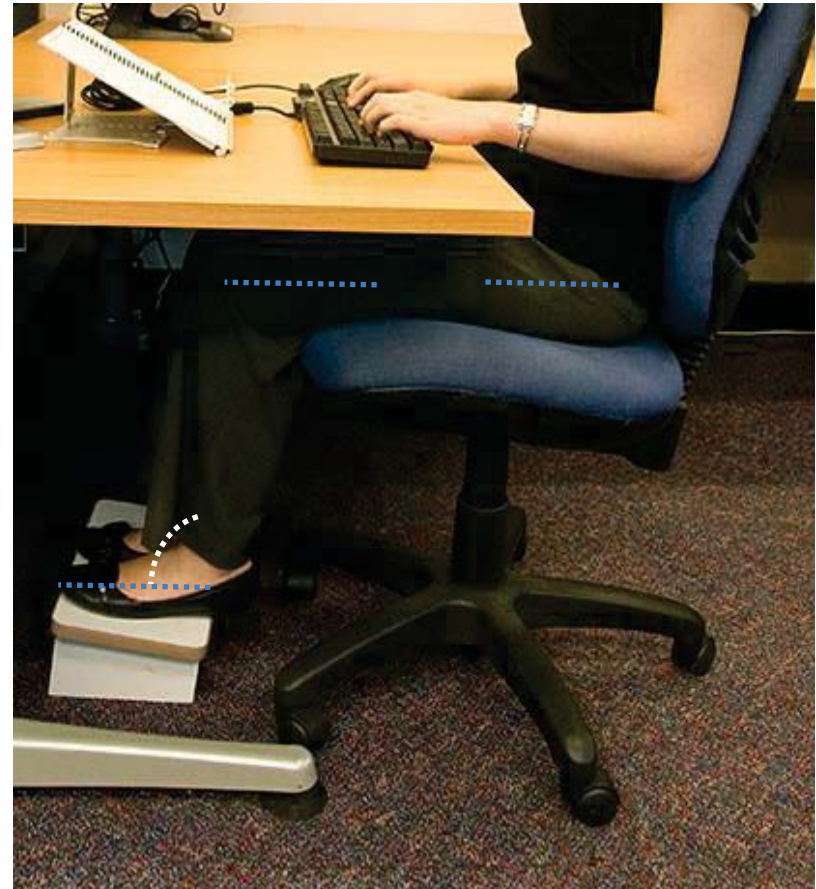
- shoulders relaxed
- elbows at 90 degrees
- forearms level on horizontal plane
- wrists straight



## Step 2

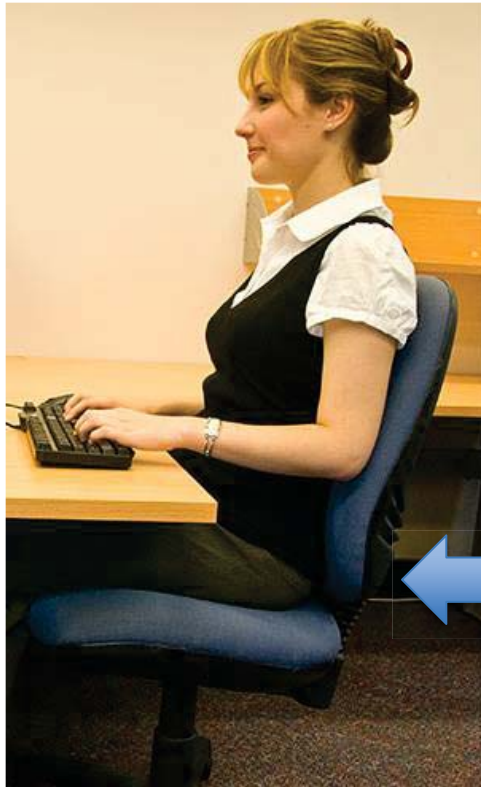
Feet flat on floor or on a foot rest

- Ensure hips and knees are at 90 degrees
- Thighs parallel with floor
- Feet well supported



# Step 3

Adjusting the seat back position:



- In most cases the chair should support the spine in the upright position
- Adjust the lumbar support to fit into the small of your back
- *NOTE: Some people are comfortable sitting forward and not using the chair back for support. If posture and comfort are good, this is fine.*

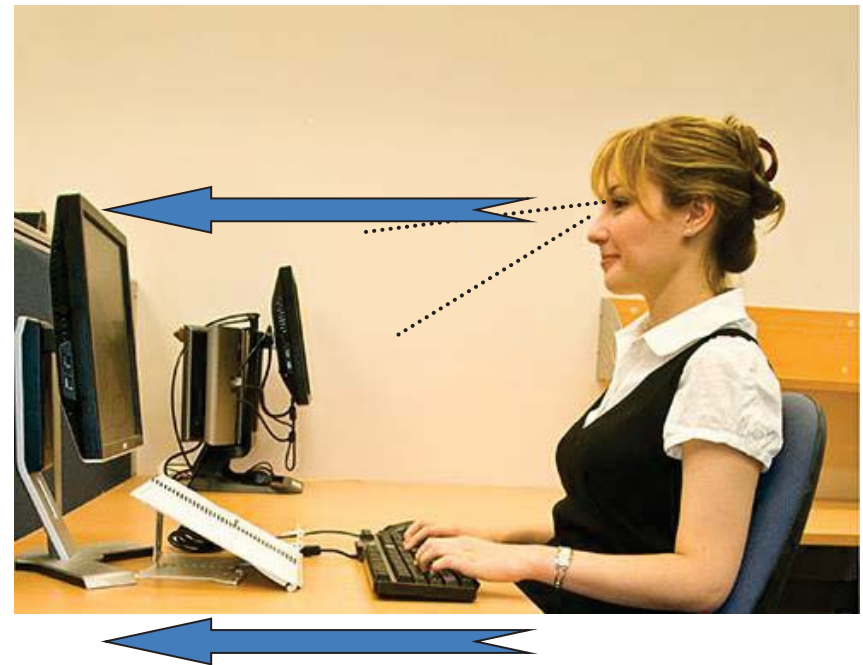
# Step 4

## Correct monitor/screen position

- Eyes level with the TOP of the screen

*Note: If wearing multi-focal lenses, screen might need to be slightly lower*

- Distance should be comfortable for reading when sitting upright and close the desk
- Keep monitor & keyboard front on and on-center to self





# Step 5

Eliminate awkward neck posture

- A document holder may be used to refer to or type from printed material
- NEVER cradle the phone between neck and ear

