Setting up your workstation

1. Adjust height of the chair and computer screen so your hips are slightly higher than your knees.
2. Your forearms should be roughly horizontal when using the mouse or keyboard with your eyes level with the top of your screen.
3. Adjust the backrest of the chair so you can lean against it comfortably with your lower back well supported and your feet flat on the floor – do not cross your legs.
4. The mouse should be within easy reach and support your forearm lightly on the desk – move the mouse from the shoulder not from the wrist.
5. If you spend long periods of time sat down, stand up for 15 seconds every 15 minutes.
6. If you spend prolonged periods of time on a phone consider using a headset or speaker phone rather than the handset.

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