

Ten Tips for good sitting posture

1. Adjust the height of your chair relative to the height of your desk. When you are sitting upright with your elbows by your side, your elbows should be just above desk height.
2. You should sit with your feet flat on the floor below or just in front of your knees. If your feet do not reach the floor comfortably, you should use a footrest. Make sure that the footrest is large enough to support your feet and rigid enough to give you a firm base, similar to the floor.
3. The backrest of the chair is meant to support your trunk. It should be adjusted to the upright position. For keyboard work you can sit about 5° reclined.
4. If the armrests of your chair can be adjusted they should be positioned at elbow height, measured when you are sitting upright. If they do not adjust and are not at the correct height you should not lean on them.
5. Move your chair in close to the desk. You should be able to put only one fist between your stomach and the front edge of the desk.
6. The monitor should be directly in front of you and pushed back on the desk. Remember that the larger the screen the further away it should be from your eyes.
7. The monitor height should be adjusted so that the top of the screen is at eye level when you are sitting upright.
8. The keyboard should be directly in front of you, parallel to and only a few inches away from the front edge of the desk. Do not be tempted to rest your wrists on the desk in front of the keyboard.
9. The mouse should be close to the front edge of the desk on either side of the keyboard.
10. Documents that need to be referred to while using the keyboard should be raised on a document holder.