

## **Sitting positions**

1.

Adjust the tilt of your keyboard based on your sitting position. Use the keyboard tray mechanism, or keyboard feet. To adjust the tilt. If you sit in forward or upright position, try tilting your keyboard away from you, but if you are slightly reclined, then a slight forward tilt will help to maintain a straight wrist position.



2.

An articulating keyboard tray can provide optimal positioning of input devices. However, it should accommodate the mouse, enable leg clearance, and have an adjustable height and tilt mechanism. The tray should not push you too far away from other work materials, such as your telephone, if you do not have a fully adjustable keyboard tray, you may need to adjust your chair, or use a seat cushion to get in a comfortable position. If you do not have a fully adjustable keyboard, you may need to adjust your workstation height of your chair, or use a seat cushion to get in a comfortable position. Remember to use a footrest if your feet dangle.



3.

Position your monitor properly. Adjust the monitor and any source or reference documents so that your neck is in a neutral, relaxed position. Center the monitor directly in front of you, above your keyboard. Position the top of the monitor approximately 2-3" above your seated eye level. If you wear bifocals, lower the monitor to a comfortable reading level.

4.

Sit at least an arm's length away from the screen and adjust the distance for your vision. Reduce any glare by carefully positioning the screen, which you should be looking almost straight at, but partially looking down. Adjust any curtains or blinds as needed. Adjust the vertical screen angle and screen controls to minimize glare from overhead lights.

5.

Sit as close as possible to your keyboard. Position it in a way that it is directly in front of your body making sure that your keys are centered with your body.



6.

Push your hips as far back as they can go in the chair.

Adjust the seat height so that your feet are flat on the floor and your knees equal to , or slightly lower than, your hips. Adjust the back of the chair to a 100°-110° reclined angle. Make sure that your upper and lower back are supported. If necessary, use inflatable cushions or small pillows. When your chair has an active back mechanism use it to make frequent position changes.

Adjust the armrests so that your shoulders are relaxed, and remove them completely if you find that they are in your way.



7.

**Adjust the keyboard height:**

- Relax your shoulders
- Place your elbows slightly open
- Have your wrists and hands straight



8.

- Taking short breaks of 1-2 minutes stretch or walk every 20-30 minutes after each hour of work or changing tasks for at least 5-10 minutes helps release muscle tension.
- Always try and look away from your screen and focus on something in a distance or even by covering your eyes with the palm of your hands for at least 10-15 minutes.