

# Proper posture at computer workstation

## Eight easy steps to a healthful computer station

### Chair Height

The lip of the seat pan should be the same height as the crease behind the knee.

### Backrest Height

The low back area should be supported by the backrest to maintain the natural curvature of your spine. (lumbar support)

### Angle of the Backrest

The backrest angle should be between 90-110 degrees. Sit with hips as far into the chair as possible.

### Armrests

Armrests (optional) should be at elbow height.

### Keyboard

Raise/lower keyboard or adjust chair so the home row of keys is equal to elbow height. Minimize forward reaches. Locate your mouse, calculator, etc. as close to the keyboard as possible.

### Monitor

The top of the screen should be at eye level. The screen-to-eye distance should be about 18 to 20 inches or an arm's length away.

### Document Placement

A document holder should be utilized for document input as this will reduce neck and eye strain.

### Visual Concerns

Wearing bifocals can cause unnecessary eye and neck strain. The best solution may be to wear single-focal-length prescription lenses when inputting.

### Stretching Exercises

Changing postures during your work shift is the best solution to prevent data entry fatigue. Utilize stretches provided by your therapist.

