

Check and correct your working posture

Use this checklist to check and correct your working habits and posture.

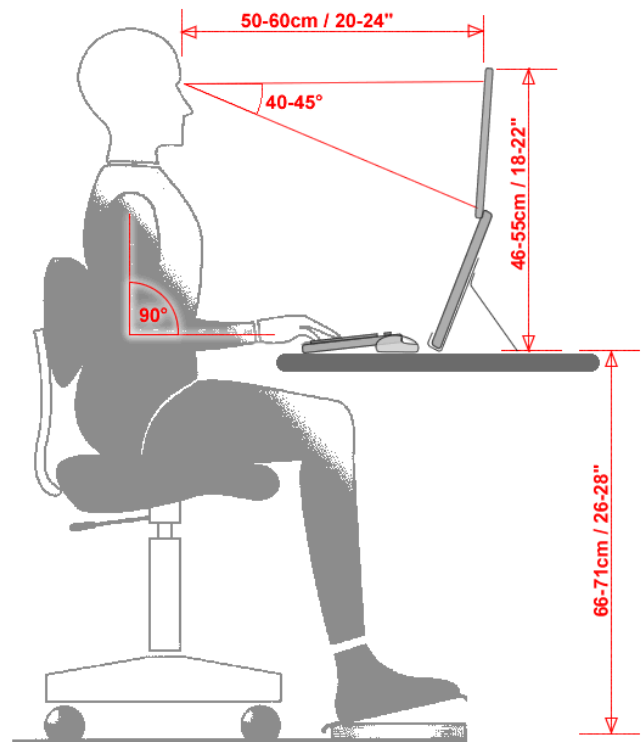
If you answer **no** to any of these questions get the support of your supervisor to implement changes to your work setup or work routines.

Workstation setup

- ✓ Is your chair high enough or your desk low enough so that your elbows are level with, or slightly higher than your keyboard while you type?
- ✓ Does your chair have fully adjustable chair height, back rest position and seat tilt?
- ✓ Do you have a stable footrest if your feet are not flat on the floor while sitting?
- ✓ Does your desk provide adequate clearance for your legs to allow close access to the work task?
- ✓ Is the screen at a comfortable reading distance from the operator?
- ✓ Is the image clear, stable and free from reflections and glare?

Posture

- ✓ Are you altering your seated posture regularly throughout the day?
- ✓ Is your chin tucked in towards the chest and aligned with the spine rather than poling forward or upwards?
- ✓ Are your shoulders relaxed when the hands are resting on the keys with the upper arms hanging naturally and the lower arm at approximately 90 degrees?
- ✓ Are your wrists straight and in line with the forearm whilst keying or using the mouse, to avoid excessive bending to the side or upwards?
- ✓ Do you perform regular pause exercises during computer operation at least every hour, including changing your visual focus?



Have you done any stretching in the last 30 minutes?

Mouse and keyboard

- ✓ Are your keying and mouse activities interspersed with a variety of other work tasks?
- ✓ Are you including micro pauses as a deliberate attempt to reduce tension by relaxing between keyboard operations?
- ✓ Are the monitor and keyboard aligned and directly in front of you so that you do not twist to reach the keys?
- ✓ Is the keyboard located in close proximity to the body to avoid over reaching?
- ✓ Is the mouse at the same level as the keyboard and used as close as possible to the keyboard to avoid stretching your arm out to the side or across the desk?
- ✓ Do you have a relaxed grip when using the mouse?
- ✓ Do you have a relaxed keying style and avoid finger stretching to reach keys?