

# Ergonomic tips for desk and computer work

- 01** Your head and neck need to be straight and looking forward, not bent, curved or looking down.
- 02** Your eyes need to be level with the top of the monitor. Use thick books or a stack of paper to raise your laptop or monitor screen higher to the correct height.
- 03** If you are using a laptop, try to invest in a laptop stand with a separate keyboard and mouse or use an external monitor as your main screen at the correct height.
- 04** If you regularly use a telephone, consider using a headset. Avoid pinching the telephone handset between your shoulder and ear.
- 05** Your elbows need to be bent at 90 degrees and shoulders relaxed with your arms resting comfortably on the desk or armrests to easily reach the keyboard or mouse.
- 06** Your keyboard and screen need to be right in front of you, not at an angle. Your screen should be an arm's length away.
- 07** Your wrists should not be bent. Consider using a padded mouse pad and keyboard/keyboard pad that supports your wrists.
- 08** Make sure everything you need is within easy reach and close to you, especially the mouse.
- 09** Your shoulders should be relaxed, but a good posture must be maintained. Your ears must be in line with the shoulder joints. Don't slouch or poke your chin forwards.
- 10** Sit as far back in your chair as possible, so that your back is completely supported and in the optimal position to align your spine. Use a small pillow if your chair does not have low back support.
- 11** Remove the arm rests if they are in the way of moving your chair in close underneath the desk.
- 12** Your feet need to be flat on the floor or resting on a footrest but your hips and knees need to stay in a range of 90 degrees, with a few extra degrees allowed for the hips.
- 13** To adjust the chair to the correct height: stand in front of your chair. The chair's seat should be at the level of your knees.
- 14** Take regular breaks, every 30-45min. Stand up, move around and stretch.
- 15** Look up from your monitor and focus in the distance at regular intervals to reduce eye strain.
- 16** When working from home, try to mimic the above guidelines as closely as possible with what is available in your home.

## Workstation adjustment and working posture guidelines

