

GUIDELINES FOR OFFICE WORKERS TO REDUCE POSTURAL STRAIN

DO'S

- Use chairs which support the small of your back (lumbar lordosis)
- - The back of the chair should be as high as your shoulder blades
- - The base of the chair should be long enough to fully support your thighs
- - The seat should tilt forward / downwards 10-15 degrees
- - The legs of your chair should enable your feet to touch the floor, legs apart, with your knees & feet at 90 angle. A foot rest helps change knee and ankle angles. You need ample legroom under work surface.
- - Your chair & desk should be positioned so that you can work at the desk & maintain a straight back
- - Make sure the screen is positioned at or just below eye level if you wear bifocals, so you don't have to bend your neck to see the screen. It should be positioned at one arms length away.
- Reading stands or sloping desks may be useful
- - While working at the desk, your chin should be kept tucked in but without tilting your head forward
- - Try to sit as tall as possible, but keep your shoulders relaxed.
- - Sit close to the desk.
- - Your mouse should fit your hand with the wrist supported, slightly extended and not deviated to the side.
- An appropriately sized adjustable standing desk is good for short periods using a laptop, though a eye height screen and low elbow height keyboard are better.

DON'TS

- Don't slouch or slump your shoulders and back
- Don't sit too far from the desk
- Don't drop your head forward
- Don't have your desk too high (having to lift your elbows, hunch shoulders) or too low (bend your body forward)
- Don't have your chair too high or too low
- Don't work with your head tilted to one side
- Don't hold the telephone with your chin and shoulder

GOOD TIPS

- Keep frequently used objects (eg telephone) within easy reach so you don't have to stretch for them
- Avoid glare onto your screen and adjust the brightness to the most comfortable level to ease eye strain.
- -If using a keyboard, check the tilt so that your wrists aren't bent forwards or backwards. They should be in a natural position and supported by a gel pad the same height as the keyboard home row. .
- Have frequent short breaks from sustained position, perform seated pause exercises. Do a few arm and neck exercises as you walk around regularly. Each 20mins at least.
- Rotate your jobs as often as possible
- Don't grip the pen too firmly. Use a thick pen which you can grip loosely and which writes easily
- Put your work on a slope whenever possible
- If typing, change your work to alternate sides, so your head is not always turning in the one direction
- Avoid working at your desk standing up, or stooping forward.
- Avoid leaving files etc on the floor. Do not lift with a bent back
- Never bend and twist to lift objects off the floor