GUIDE TO ERGONOMIC SEATED POSTURE

- Head balanced directly over spine
- Shoulders completely relaxed, not raised
- Upper arm in line with torso
- Entire back making contact with backrest
- Forearm in straight line from elbow to fingertips
- Armrests set at elbow height or dropped low to pull chair in closer to desk
- Seat height adjusted so that feet don’t dangle
- "3 finger gap" between seat edge and back of knee
- Feet flat on floor, supporting weight of legs
- Elbows bent around 90°, tucked in close to body
- Wrist straight
- Top third of monitor aligned with eye height
- Non-adjustable desk? These tools can help you get to the right height.
  - Keyboard Tray: With feet flat on the floor and knees at 90°, lower the keyboard tray to just below elbow height, shoulders relaxed.
  - Foot Stool: Raise chair until elbows are slightly above desk height, then put a foot stool beneath feet to keep knees at 90°.

GUIDE TO ERGONOMIC STANDING POSTURE

- Head balanced directly over spine
- Shoulders completely relaxed, not raised
- Upper arm in line with torso
- Neutral spine
- Eyes looking straight ahead
- Adjust monitor to arm’s length away
- Elbows bent around 90°, tucked in close to body
- Wrist straight
- Top third of monitor aligned with eye height
- Raise desk to just below elbow height
- The more movement and change in postures you do, the better you will feel.
- Foot Stool: While standing, alternate resting each foot on a foot stool to relieve tension in the spine and increase circulation.