Correct posture at your desk
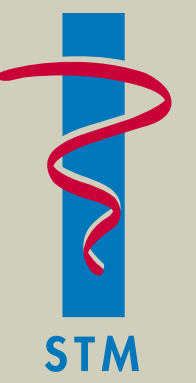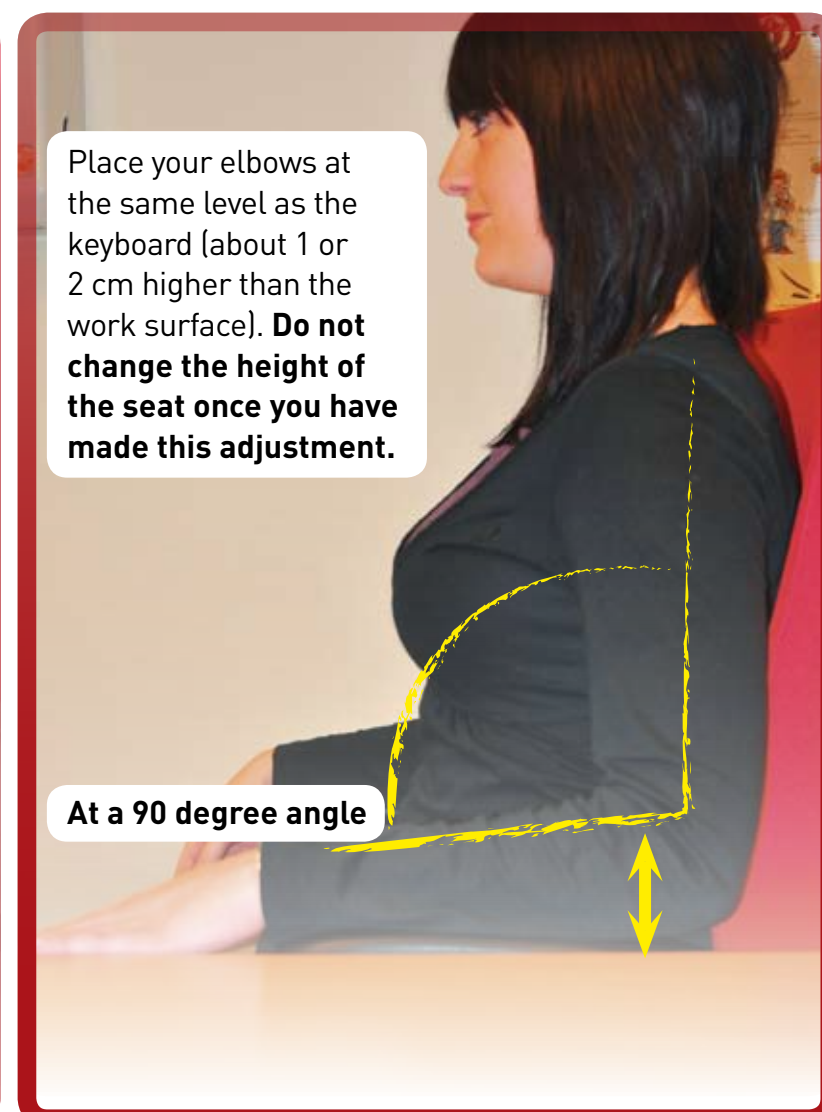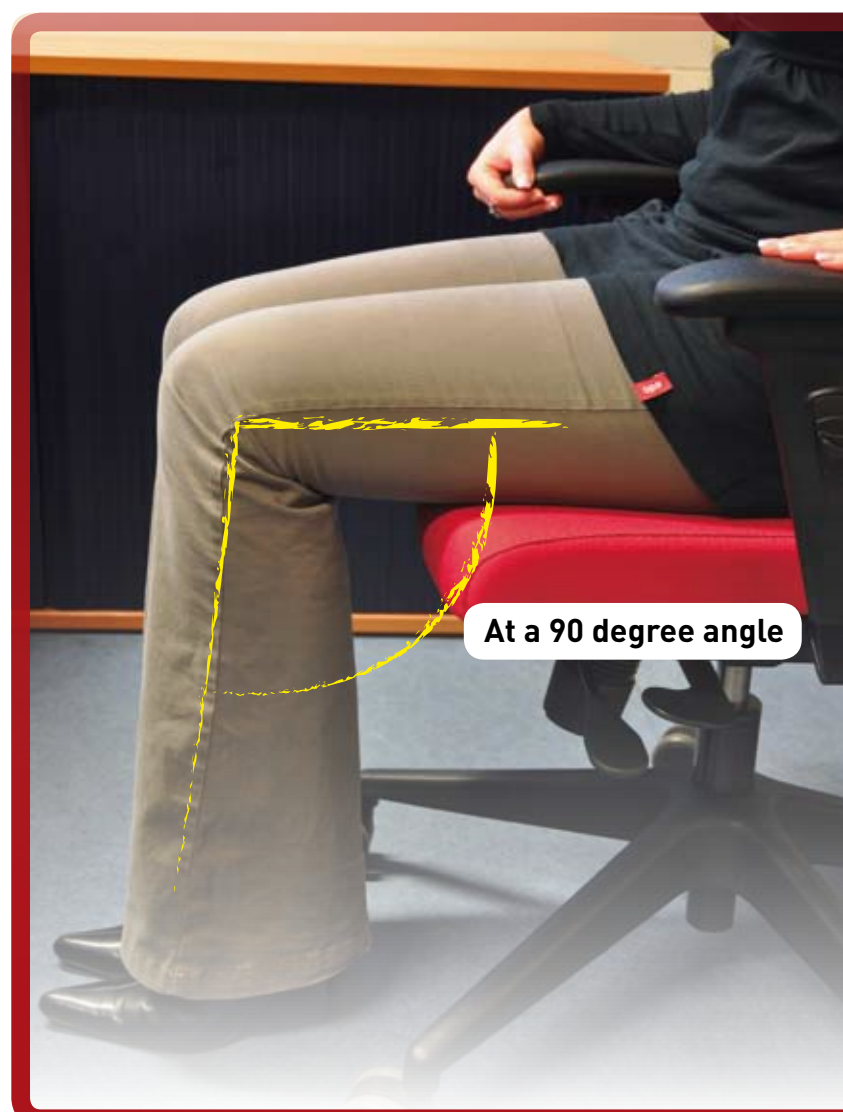
Before you begin, familiarise yourself with your office chair's settings and read the manual.

1. Sit all the way back in the seat

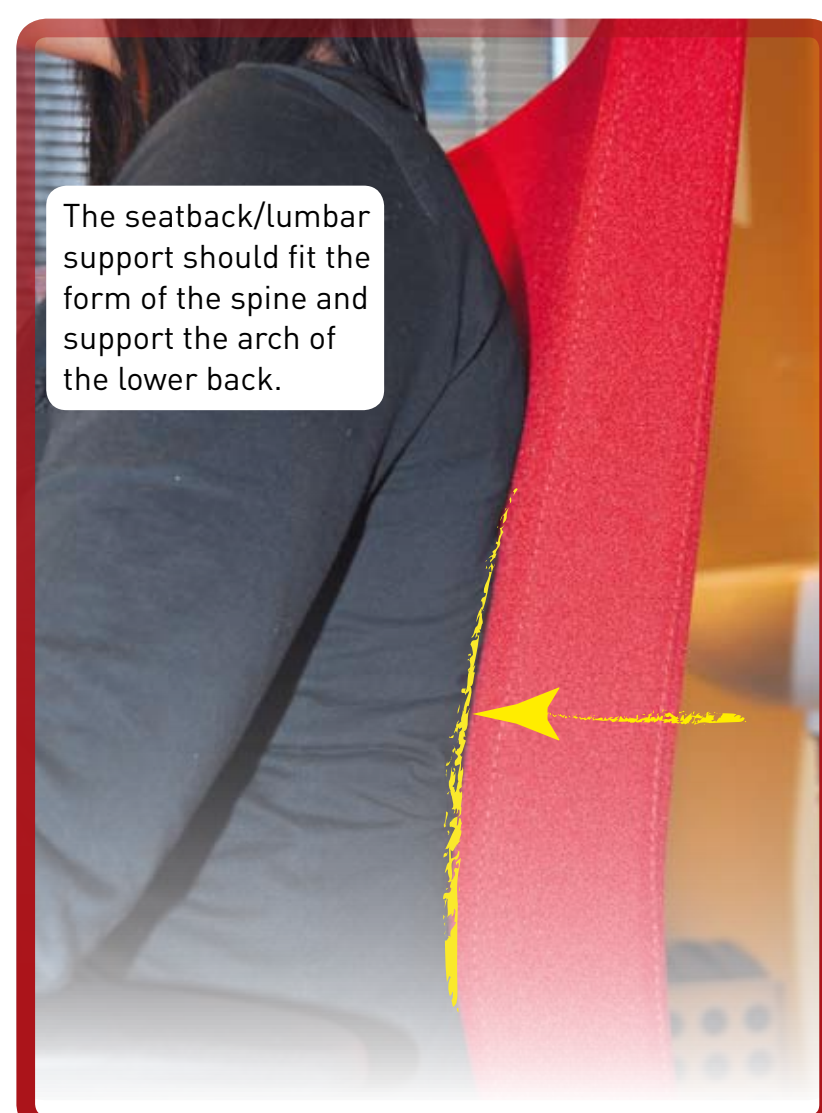Place your elbows at the same level as the keyboard (about 1 or 2 cm higher than the work surface). **Do not change the height of the seat once you have made this adjustment.**

At a 90 degree angle

2. Adjust the height of the seat

At a 90 degree angle

Place your feet flat on the ground. If your feet do not touch the ground, do not lower height of the seat, use an adjustable footrest instead.

3. Place your legs in the right position
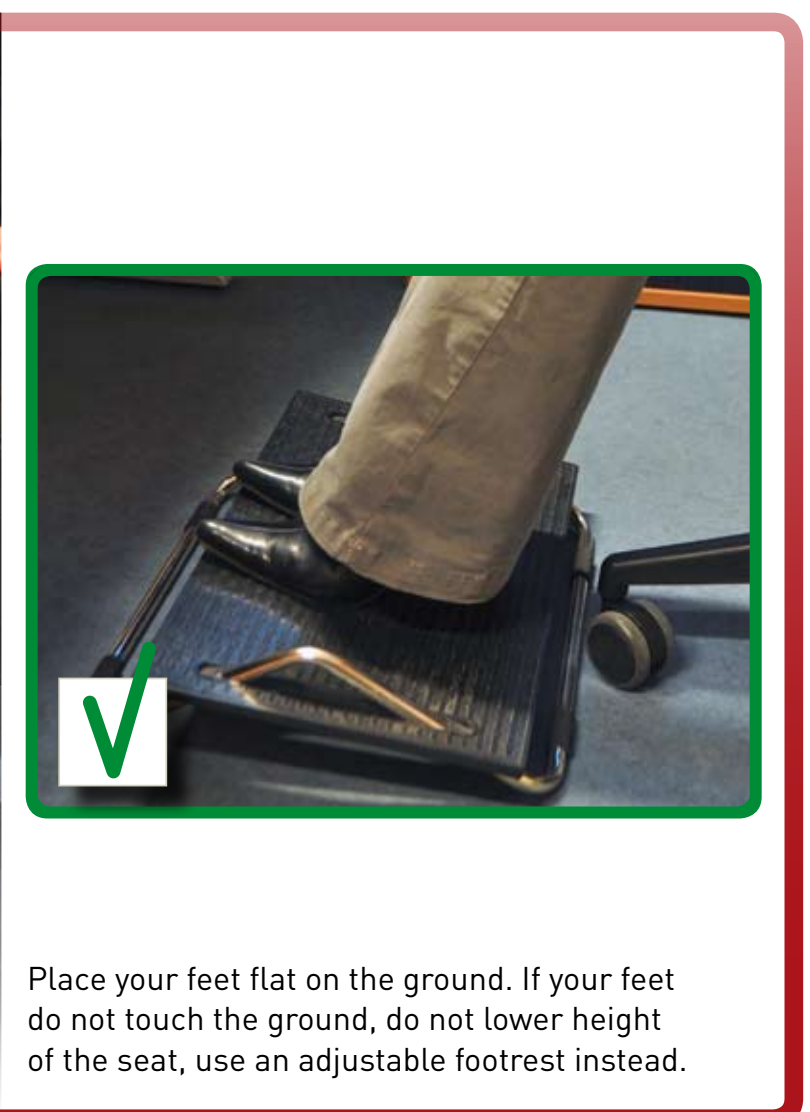
4. Adjust the depth of the seat

The seatback/lumbar support should fit the form of the spine and support the arch of the lower back.

5. Adjust the height of the seatback and the lumbar support

If your seat has simultaneous tilt of the seat and backrest, **adjust the tilt tension of the backrest using the tightening wheel** (it is usually located under the front of the seat) in order to find the right balance.

If you lock the seatback into place, position it according to the task.

6. Adjust the tilt tension of the seat and position your seatback

Your forearms should be close to your body and rest on the armrests without causing your shoulders to raise or lower. Remove the armrests if they prevent you from getting close to your desk top.
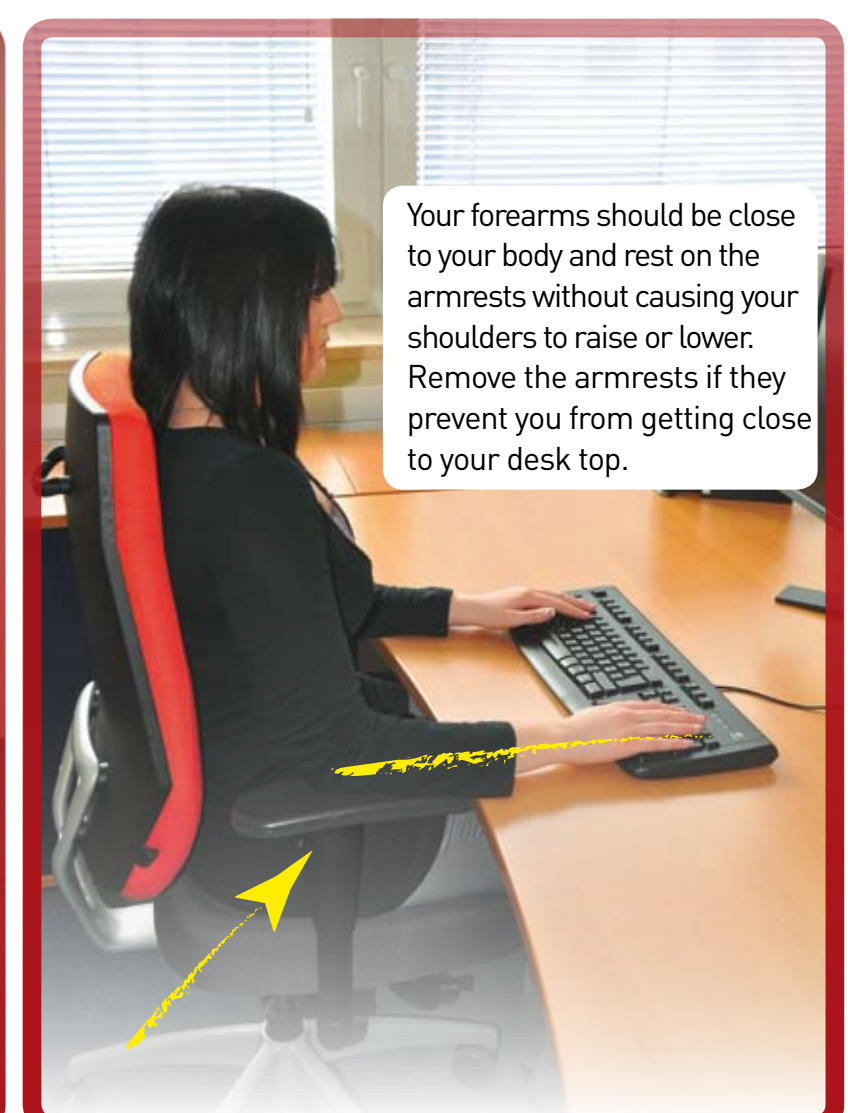
7. Adjust the height and distance between the armrests

50 – 70 cm

Place the screen in front of you. The distance between yourself and the screen is 50 – 70 cm (about an arm's length). Place the upper edge of the screen at eye level (for individuals with no visual impairment). Tilt the screen back a bit.
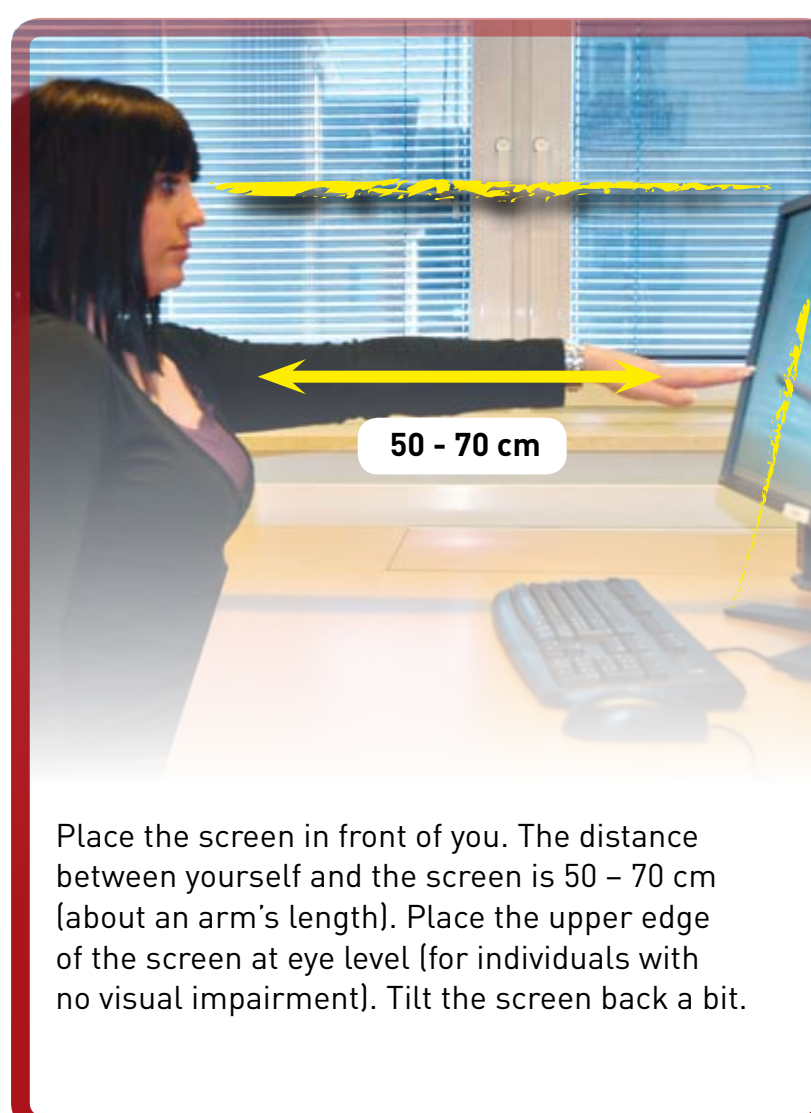
8. Adjust the position of the screen

15 - 20 cm
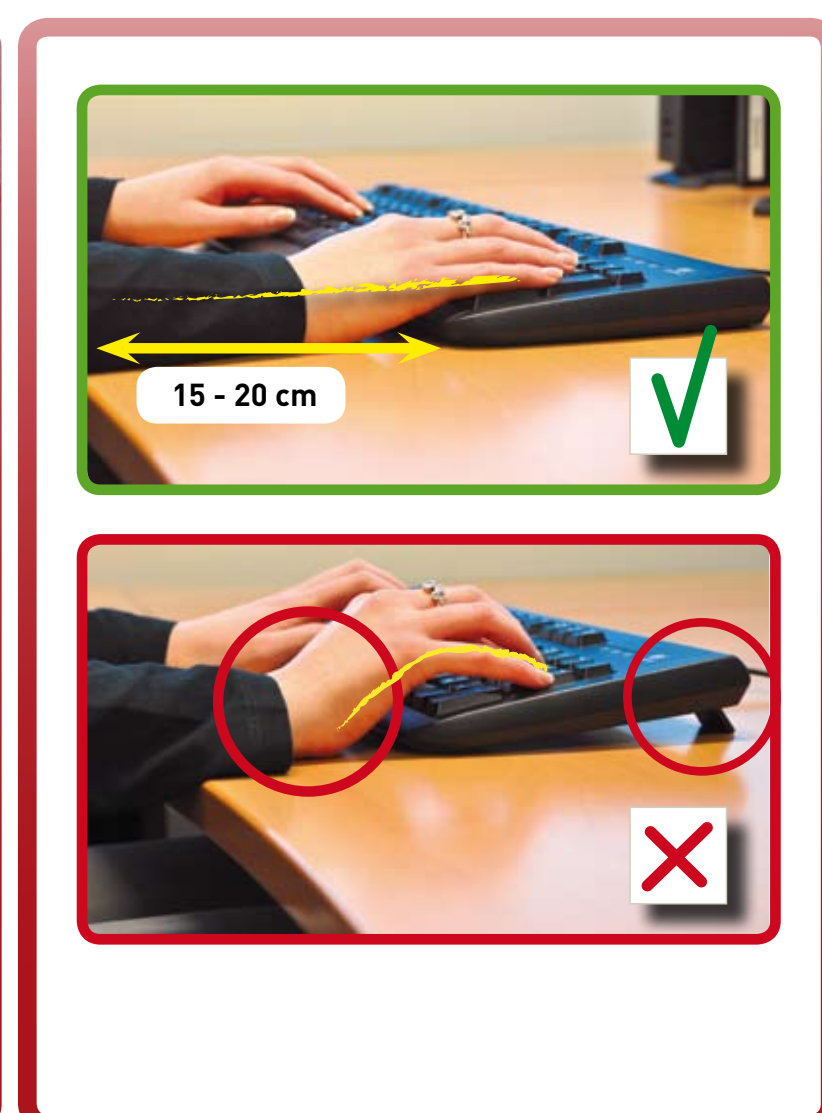
9. The right position for the keyboard

Place the mouse close to you with your wrist flat and in line with your forearm. Use the whole arm to move the mouse. If you use the mouse more than the keyboard, place it slightly towards the centre of the body.
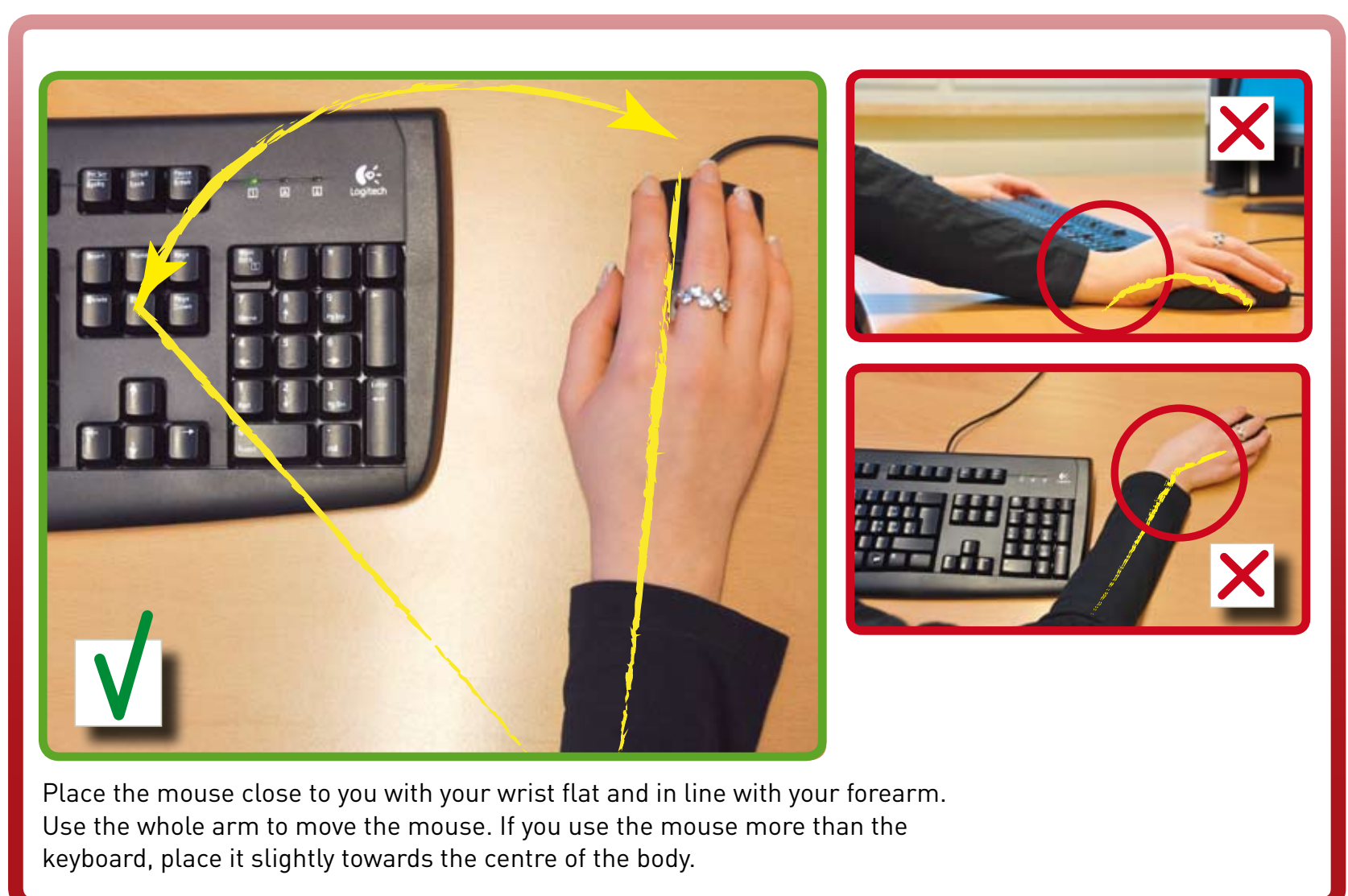
10. Proper use of the mouse

Do not stay seated for very long periods, even once you have found the right position: alternate doing you work in the sitting and standing positions, get up, and walk around. Do stretching exercises during the course of the day.