

## MONITOR HEIGHT

Position the top of the monitor screen at or below eye level and about an arm's length away.

## HEAD/NECK POSITION

Sit with head and neck in a neutral position, with chin parallel to the floor. Avoid tilting the neck to either side. Telephone usage over 2 hours a day should use a headset.

## BACK SUPPORT

Use the backrest of the chair to provide full support to the back. Adjust lumbar so that it supports the curvature of the lower back.

## LOWER BODY

Maintain a proper posture of 90 degrees or greater angle at the hips, elbows and knees, while feet are supported by the floor or footrest if necessary.



## MONITOR PLACEMENT

Place the monitor directly in front of the keyboard and position yourself so your shoulders are square with your monitor.

## DOCUMENT HOLDER

Use the adjustable height document holder to place source documents at the same height and as close to the computer screen as possible.

## ARMS AND HANDS

Adjust the chair height to keep the forearms, wrists and hands in a straight line while using the keyboard and mouse. Keyboard and mouse should be placed adjacent to each other and at the same height.

## DESK HEIGHT

Allow ample clearance to move legs under the desk.

To understand the best way to set up a computer workstation, it is helpful to understand the concept of neutral body positioning. This is a comfortable working posture in which your joints are naturally aligned. Working with the body in a neutral position reduces stress and strain on the muscles, tendons, and skeletal system and reduces your risk of developing a musculoskeletal disorder (MSD). The following are important considerations when attempting to maintain neutral body postures while working at the computer workstation:

- Hands, wrists, and forearms are straight, in-line and roughly parallel to the floor.
- Head is level, or bent slightly forward, forward facing, and balanced. Generally, it is in-line with the torso.
- Shoulders are relaxed and upper arms hang normally at the side of the body.
- Elbows stay in close to the body and are bent between 90 and 120 degrees.

- Feet are fully supported by the floor or a footrest may be used if the desk height is not adjustable.
- Back is fully supported with appropriate lumbar support when sitting vertical or leaning back slightly.
- Thighs and hips are supported by a well-padded seat and generally parallel to the floor.
- Knees are about the same height as the hips with the feet slightly forward

Regardless of how good your working posture is, working in the same posture or sitting still for prolonged periods is not healthy. You should change your working position frequently throughout the day:

- Make small adjustments to your chair or back rest.
- Stretch your fingers, hands, arms, and torso.
- Stand up and walk around for a few minutes periodically, several times a day.

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