

# HOW TO CORRECTLY SET UP YOUR WORKSTATION AND CHAIR TO REDUCE TENSION AND RISK OF INJURY

## TOP OF SCREEN AT EYE HEIGHT

**BENEFIT:** Reduces pressure on the neck.  
**SET UP:** Place computer/laptop screen at eye level and arm distance away, so head is in a neutral position, with chin slightly tucked in. Use a separate keyboard and mouse if a laptop screen.

## KEYBOARD & MOUSE AT FRONT OF DESK

**BENEFIT:** Reduces pressure on the back, arms and hands.  
**SET UP:** Keyboard and mouse close to the front of the desk, reducing reach forward. Hands and wrists in a neutral 90° position.

## HEAD BALANCED, NOT LEANING FORWARD

**BENEFIT:** Reduces pressure on the neck and shoulders.  
**SET UP:** Support the head in a natural position, with the chin gently tucked in, but not pushed forward.

## TELEPHONE WITHIN EASY REACH & USE HEADSET

**BENEFIT:** Reduces pressure on the neck.  
**SET UP:** Use the headset for long calls.

## SIT BACK IN THE CHAIR

**BENEFIT:** Supporting the body during different postural requirements according to the task at hand.  
**SET UP:** Adjust according to the task - upright for computer work, relaxed back for phone or reading work. Or keep on a free float to automatically adjust to you.

## THIGHS ARE SUPPORTED WITH GAP BEHIND KNEE

**BENEFIT:** Reducing pressure on the thighs and under the knee.  
**SET UP:** Adjust seat length to fit the length of your thighs, keep a two to three finger gap underneath your knees.

## LOWER BACK IS SUPPORTED

**BENEFIT:** Supports the lower curve of the back, keeping it in a healthy S shape and reducing pressure on the back.  
**SET UP:** Check that it is the correct height and, if possible, depth for your lower back curve.

## SEAT HEIGHT ADJUSTED TO KEEP FEET FLAT ON FLOOR/FOOTREST

**BENEFIT:** Reducing pressure on the legs.  
**SET UP:** Knees to be slightly below your hips and feet flat on the floor. You may need to use a footrest or desk raiser to keep arms level with the desk as well.

## ARMS SUPPORTED BY YOUR SIDE AND PARALLEL TO THE DESK

**BENEFIT:** Prevents frozen shoulder, RSI and tension in the shoulders, neck and upper back.  
**SET UP:** It is essential to keep your arms at 90° with the desk, with hands and wrists relaxed when typing, so position the armrests to support you in this position. Ensure your shoulders are relaxed on the armrests. Adjust the depth if possible to allow you to bring the chair in close to the desk.

