

OFFICE ERGONOMICS



STANDING POSTURE FOR COMPUTER WORK

Standing at a computer workstation provides a variety of health benefits, but it can also cause problems if not done correctly. Follow the road map below to make sure you're using your standing workstation correctly.

START HERE

Natural spine curve

Stand upright and avoid slouching or leaning over the desk. Maintain a natural S-curve in your spine.



Proper foot stance

Stand with feet hip-width apart. Consider using an anti-fatigue mat. Avoid wearing hard-soled shoes and high heels.



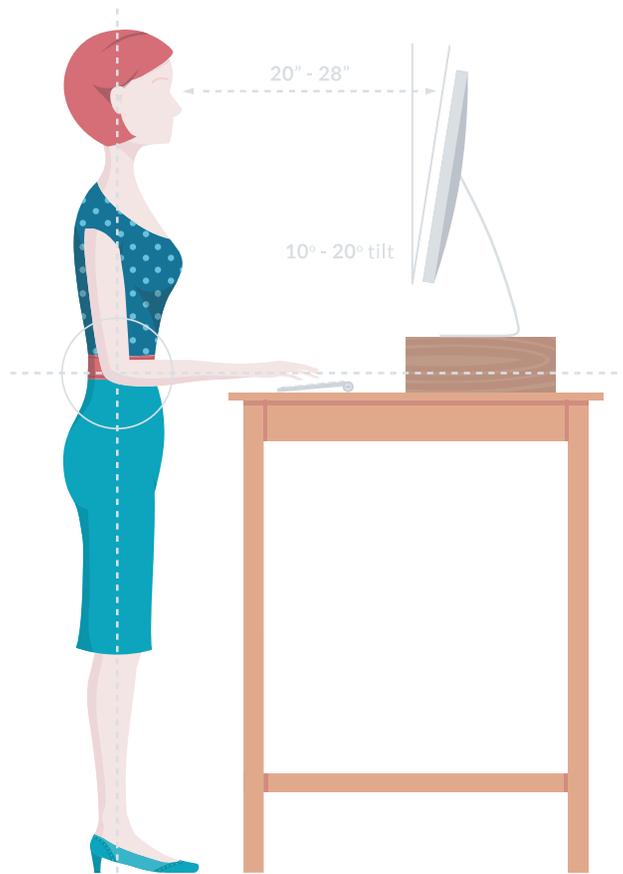
Avoid sedentary standing

If you feel discomfort in your feet or legs, then your body may be telling you it's time to sit or move around. Prolonged standing can be just as bad as prolonged sitting. It's recommended to only stand in short increments of 20 to 30 minutes at a time.



Include movement

Shift weight from one leg to another, bend knees, wiggle toes, march in place, lift one foot to do ankle rotations, or raise heels to stand on tip toes. These encourage blood circulation to reduce ankle swelling and physical/mental fatigue.



DON'T END HERE

Eyes Forward

Adjust the screen height and/or angle so that the top third of the screen is at eye level (monitor(s) should be lower for bifocal or progressive lens users).



Neck straight

Avoid leaning backwards or forwards when viewing the monitors. Position the monitor(s) at a comfortable viewing distance. Use monitor risers or a monitor arm if necessary. Dual monitors should be right next to each other and the same height. Try to minimize lateral neck rotation by centering yourself in front of dual monitors.



Elbows near torso

Move keyboard and mouse closer to body.

Shoulders relaxed

Upper arms should hang at sides and forearms extend at 90°.

Wrists straight

Keyboard flat or slightly angled and in line with the tips of the elbows.

➔ **To maximize both physical and mental health benefits, don't forget to Move, Stretch, and Walk every 30 minutes.**



MOVE



STRETCH



WALK

You can do this while at your desk, in a meeting, on the phone, getting a drink, at lunch, on a break, or any time when you're not keying.