

Use these tips to help you set up a safe and comfortable workstation to reduce the risk of potential musculoskeletal injuries.

Neutral posture while sitting

1. Adjust your chair so you can work with good postural alignment. Seated neutral posture is defined as:

- Feet resting comfortably on the floor or footrest
- Thighs fully supported by your chair seat
- Hip angle of 90 to 110 degrees with your knees slightly lower than your hips
- Chair backrest supporting the natural curve of your back
- Upper arms resting comfortably at your sides with elbows at a 90 to 100 degree angle
- Straight/flat wrists
- Head centered over your neck and shoulders

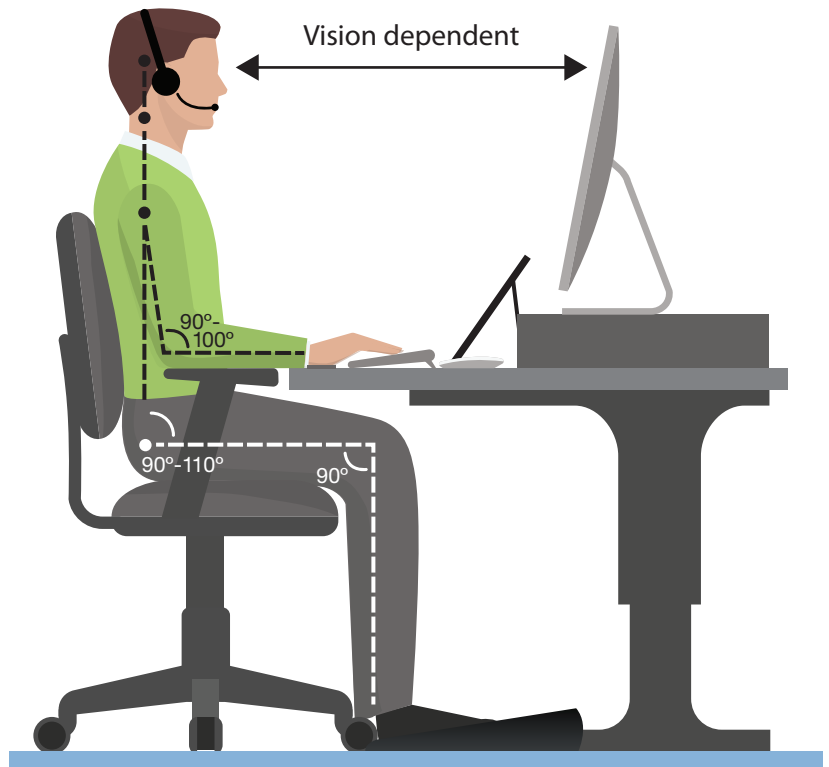
2. Position work tools, including your keyboard, mouse and phone, within easy reach so your elbows can rest comfortably at your sides when using them.

3. Avoid “cradling” your telephone handset between your shoulder and ear. Consider using a headset or speaker instead.

4. Ensure your monitor(s) and document holder are positioned to allow neutral posture of your head and neck.

- The top of your monitor(s) should be at brow height or lower if you are using bifocals
- Center your monitor(s) in front of your keyboard
- Make sure your document holder is in line with or adjacent to your monitor

5. Remember to frequently change positions. Incorporating movement into the work day is essential to allow for muscle recovery, improve blood flow, increase energy and enhance productivity.



Risk factors to watch out for:

- **Awkward and static posture:** Anything out of “neutral” like prolonged sitting or standing without a break or change in position
- **Force:** Weights lifted, carried, pushed or pulled with consideration to the frequency of these forces
- **Localized pressure/contact stress:** Pressing the hand or forearm against a hard or sharp surface or using the hand as a hammer
- **Repetition:** Repeated movement without adequate recovery time
- **Lack of recovery time:** No break from static postures, no rest from forceful exertions or repetitive activities

Use these tips to help you set up a safe and comfortable workstation to reduce the risk of potential musculoskeletal injuries.

Neutral posture while standing

1. Adjust your standing desk to allow for good postural alignment. Neutral standing posture is defined as:

- Feet resting comfortably on the floor
- Knees unlocked
- Upper arms resting comfortably at your sides with your elbows at a 90 to 100 degree angle
- Straight and flat wrists
- Head centered over your neck and shoulders

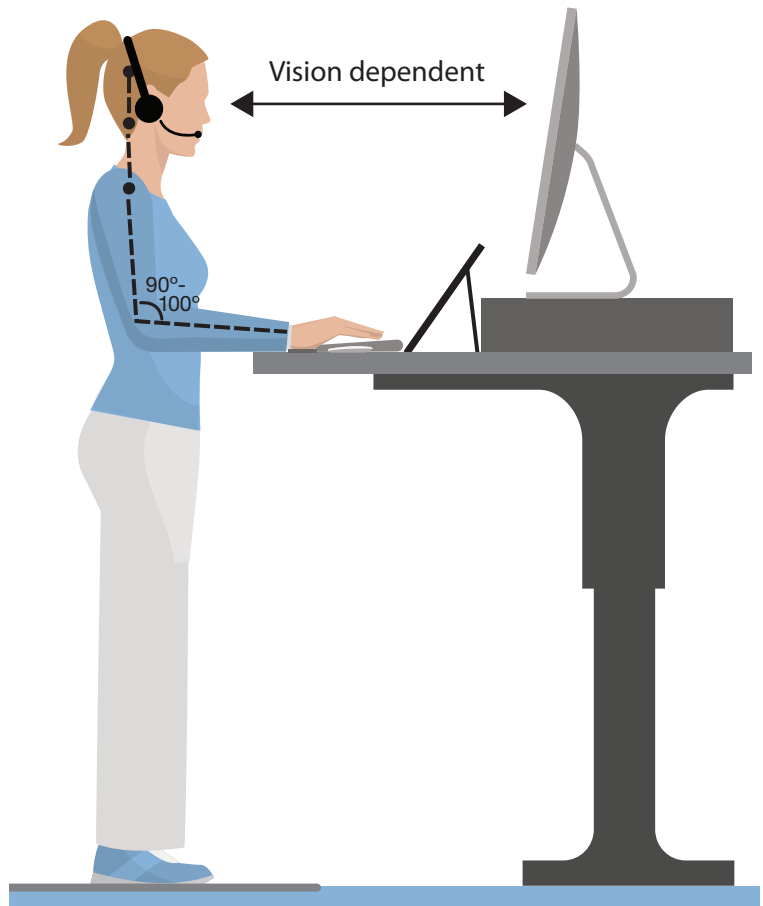
2. Position work tools, like your keyboard, mouse and phone, within easy reach allowing your upper arms to rest comfortably at your sides when using them.

3. Avoid “cradling” your telephone handset between your shoulder and ear. Consider using a headset or speaker instead.

4. Position your monitor(s) and document holder to allow neutral posture of your head and neck.

- The top of your monitor(s) should be at brow height or lower if you are using bifocals
- Center your monitor(s) in front of your keyboard
- Ensure your document holder is in line with or adjacent to your monitor

5. **Avoid static positions** (sitting or standing) for long periods of time. Remember to frequently change positions. Incorporating movement into the work day is essential to allow for muscle recovery, improve blood flow, increase energy and enhance productivity.



Practice Hedge's 3S's Ideal Work Pattern

For every 30 work minutes of work:

- Sit for 20
- Stand for 8
- Stretch for 2

Hedge's Ideal Work Pattern source: <http://ergo.human.cornell.edu/CUESitStandPrograms.html>