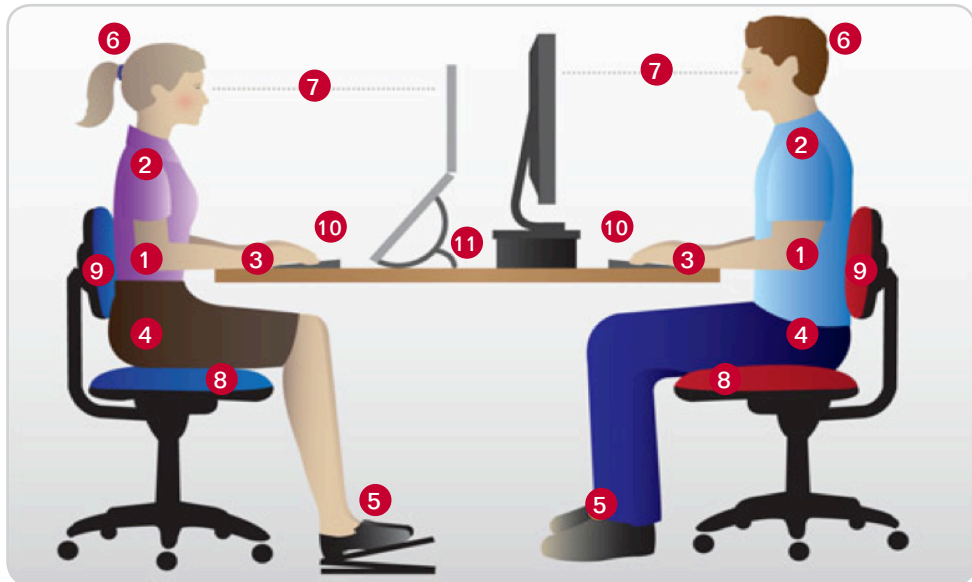


I ♥ MY Colleagues

Are You Sitting Comfortably?

Use this guide to check your workstation is correctly configured.

Slouching, leaning and bending in your chair can lead to discomfort and long term pain, use this quick set up guide to help create a comfortable working environment.



- 1. Elbows:** Above desk, at 90-110 degrees
- 2. Shoulders:** Relaxed as opposed to hunched
- 3. Wrists:** In line with forearms
- 4. Hips, Knees and Ankles:** At 90 degrees whilst seated
- 5. Feet:** Flat on the ground or footrest. For prolonged standing consider mat
- 6. Head:** Upright with ears aligned with shoulders
- 7. Eyes:** Looking at the top third of the screen. Consider the use of a laptop raiser with your laptop
- 8. Seat:** length Should be long enough to provide support beneath thighs
- 9. Backrest:** Angled at 90-110 degrees with adequate lumbar support in line with lower back
- 10. Keyboard and Mouse:** G and H of keyboard aligned with your nose. Mouse gripped loosely
- 11. Laptop:** Used with a riser, external keyboard and external mouse

Still having problems? If you need further advice or information or feel you would benefit from a one to one workstation assessment, contact your HR Manager.