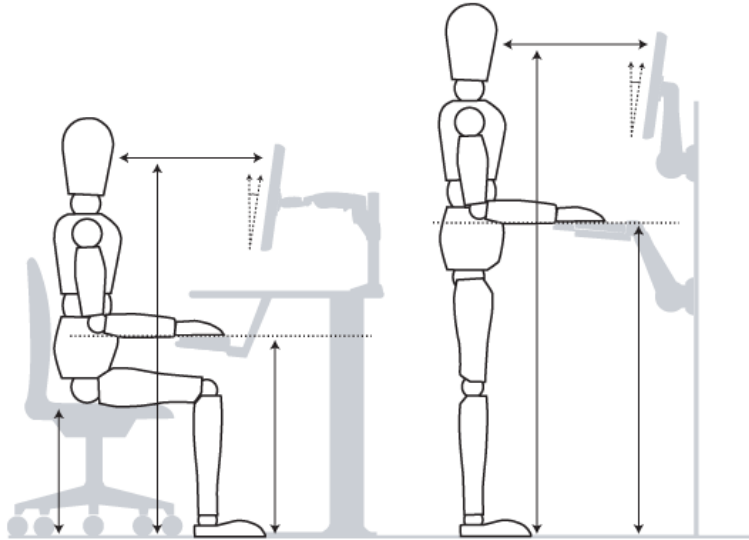


How to Sit - Stand at Work



Remember

Standing is not moving, moving is moving. Move at least 16x per day for a few minutes. Don't let pain, stiffness or bad posture be the reason you change positions, do it before that sets in. When starting to stand ease into it, try 15 minutes out of each hour at first and see how that goes, if it goes well add 5 minutes per hour the next week. However, everyone's tolerance is different and you need to do what feels right for you.

Standing Posture

When using a standing workstation, keep your legs, torso, neck and head in line and vertical. Consider using an anti-fatigue mat, but don't roll your chair on it. Consider putting one foot up on a footrest to ease low back discomfort. Avoid prolonged standing.

Sitting Posture

When sitting keep your feet flat on the floor with hips slightly higher than the knees. Avoid prolonged sitting and get up at least every hour.

Keyboard and mouse

Always place your mouse and keyboard within easy reach and on the same surface. While typing or using your mouse, keep your wrists straight, your upper arms close to your body, and your hands at or slightly below the level of your elbows.

Monitor

Place the monitor(s) directly in front of you, about an arm's length away. The top of the screen should be at or slightly below eye level or lower if you wear bifocal or progressive glasses and look through the lower portion of the lens.

Key objects

Keep key objects, such as, your telephone, stapler or printed materials, close to your body to prevent excessive stretching.