

This area is usually around the belt line (it's the forward curved area of the lower back just above the tailbone area). Adjusting the height of the back rest to match your lumbar area will actually transfer some of your seated weight from your seat and upper legs to your back, making sitting more comfortable and with less fidgeting, tenderness or numbness that can occur when seated in a poorly fitted chair.

When you sit down, position yourself on the entire seat. Sit all the way back and

CHECK UP FOR YOUR WORKSTATION

5. SHOULD YOU USE A WRIST REST?

Some people can hold their posture without support. But if you find that you rest your hands on the front of the keyboard or on the desk surface, then you should get some sort of support.

1. IS YOUR CHAIR HEIGHT RIGHT?

To begin, adjust your chair so that your feet are on the floor and your knees are at or slightly below your hip joint level. Now, double-check this chair height with the other portions of your desk to make sure you are not too low to work at them. If this chair height is OK, move to step 2.

If the chair height is not OK, raise your chair so you can work at the set height of your desk. However, you'll need some foot support... refer to Item 3 for more help.

2. ARE YOUR HANDS AT THE RIGHT HEIGHT FOR THE KEYBOARD?

- 1. Adjust the keyboard height so that your hands are at elbow height when typing.
- 2. Adjust the keyboard height so that your wrists are straight when typing.
- 3. Adjust the keyboard height so that your forearms are parallel to the floor when typing.
- 4. Adjust the keyboard height so that your shoulders are relaxed when typing.
- 5. Adjust the keyboard height so that your neck is in a neutral position when typing.
- 6. Adjust the keyboard height so that your feet are flat on the floor when typing.
- 7. Adjust the keyboard height so that your back is supported when typing.
- 8. Adjust the keyboard height so that your head is in a neutral position when typing.
- 9. Adjust the keyboard height so that your arms are supported when typing.
- 10. Adjust the keyboard height so that your legs are supported when typing.



Workstations with pull-out or sliding keyboard trays can usually be adjusted for height. Use the tray's mechanism (knob, etc.) to loosen the tray, then move it up or down until you can position the home keys at your elbow height (see paragraph above).

3. ARE YOUR FEET LOCATED/ POSITIONED CORRECTLY?

After you've corrected the chair height for your keyboard use, your feet should be on the floor and the knees equal to or slightly lower than your hip joint. If not, you will need to get some kind of foot support. Commercially available foot rests are height and angle-adjustable. If a foot rest isn't immediately available, use something that is the correct thickness for the amount of support that you need. However, be sure you request a foot support as soon as possible.

4. DO YOU HAVE ADEQUATE BACK SUPPORT?

Sitting is physically demanding on certain parts of the body. One of them is the back. A chair with little or poorly designed back support can make you fidgety, and add to your discomfort.

Get a rest with some “give” to it (not hard plastic or rubber). Try separating the wrist rest from the keyboard by 1-2 inches. This allows support for your arms without concentrating pressure on your wrists.

6. IS YOUR MONITOR LOCATED CORRECTLY?

Position the monitor screen so it’s vertical or at a slight tilt to prevent glare and yet give you a clear view of the screen. The top of the monitor should be set at eye level or slightly lower, and should be positioned for viewing with your head comfortably erect and balanced. This eliminates stress on your neck and shoulders.

If you wear bifocal glasses, check to see if your lower bifocal correction is for monitor viewing distance. You may need to lower the monitor a little more if this is the case. (Be sure to inform your eye care provider that you use computers in your job; they can adjust your prescription to meet these needs.)

Frequently check your brightness and contrast settings on your monitor screen. If necessary use an anti-glare filter and keep the screen surface free of dust.

7. ARE YOUR PAPERS FLAT ON THE DESK?

This is OK for writing, but for typing they need to be tilted so you can read them at the same distance and angle as the monitor screen. Constantly changing eye focus distance and direction from a flat, written page to an upright screen can be very tiring on the eyes. (Eyestrain is a leading complaint of computer users.)

Obtain a document holder that meets your needs for the size of the paper you work from, and that can be located at a similar distance and angle as the monitor screen.

8. WHERE’S THE PHONE (AND THE CALCULATOR, HOLE PUNCH, REFERENCE BOOKS, ETC.)?

Items that are not in close range of your reach allow you to stretch and move around. However, take caution for items that you use regularly. The most common items used should be within a comfortable reach range.

There are three reach ranges:

- **Easy reach** is for those items used almost constantly. This distance is the one that can be reached with your hands while your elbows stay near your sides. A rule of thumb is that if your elbows go further forward than the front of your torso, you’re beyond the Frequent Reach Range. (*Important - your computer mouse needs to be in the frequent reach range!*) You probably are using your mouse as much as your keyboard, make sure it’s always within easy reach.

PARKER PEN U.S.A., LTD.

THE 60 SECOND STRETCH

Stretch shoulders and arms by
interlacing fingers behind your

Allianz