

CHAIR

- Adjustable Height
- Adjustable Back Rest
- Low Back Support
- Seat Tilted Forwards
- Arm-rests are able to fit under the desk. This allows you to get closer to the desk.



MOUSE

- Position within easy reach.
- If possible, use in other hand.
- Support forearm on desk.
- Elbow, wrists and finger tips in a straight line.
- Do not grip mouse.



KEYBOARD

- Make space on the desk in front of keyboard to rest arms during breaks from keying.
- Key lightly.



TELEPHONE

- Consider use of headset.
- Do not cradle the phone between your ear and shoulder.



POSTURE AND BREAKS

- Avoid prolonged static postures (one hour). Take short breaks more often. Frequent short breaks are better than fewer long ones.
- Make use of natural breaks e.g. filing or photocopying. Spread them out throughout the day.
- Avoid postures where you are twisted or leaning to one side. Do not twist or stretch for equipment.

ASSESSMENT AT WORK

- If available, an ergonomic assessment at work may help.

Acknowledgements to:-
NHS Health Scotland

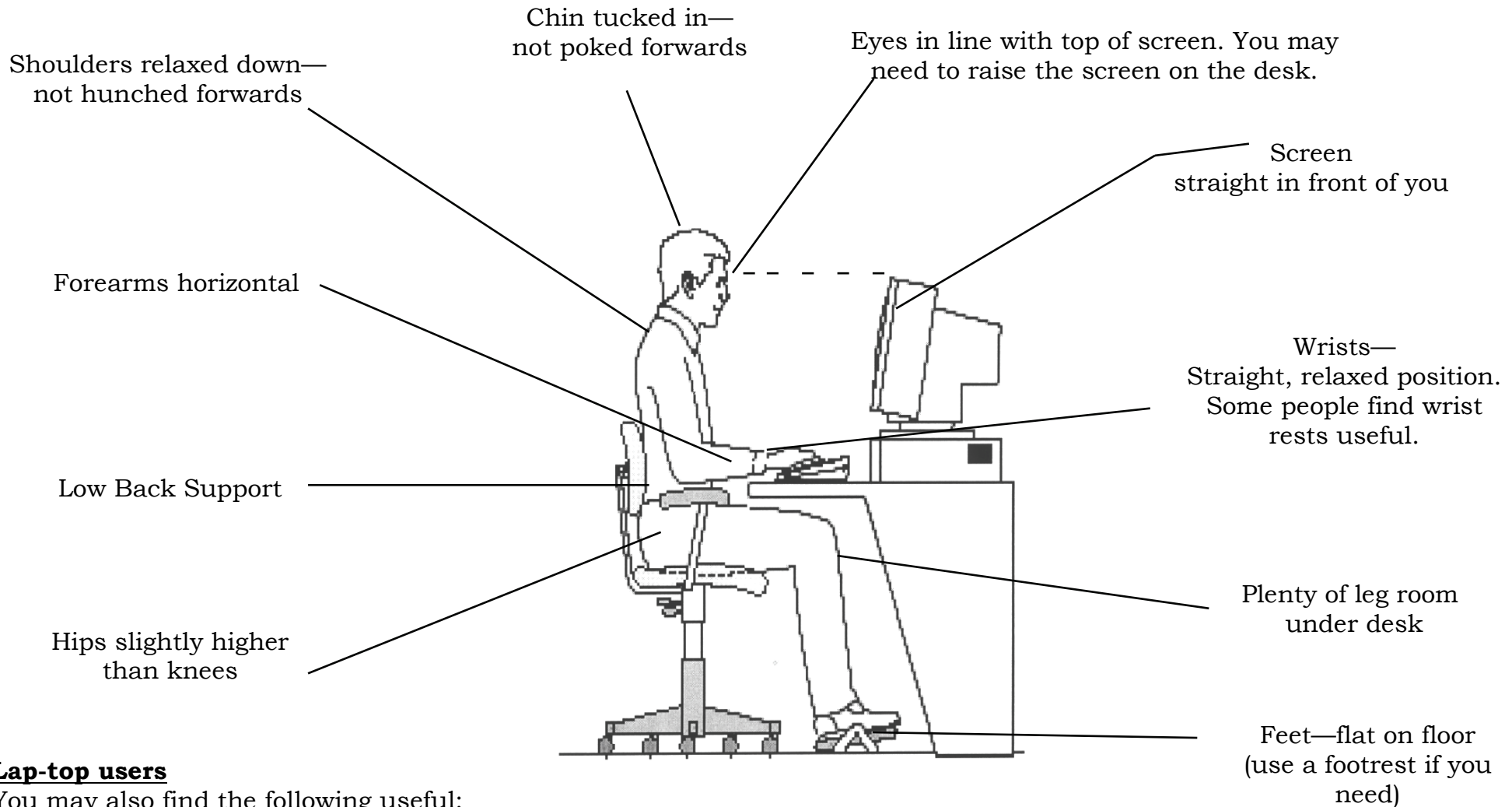
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Computers and your Posture



IDEAL WORKING POSITION



Lap-top users

You may also find the following useful:

- Separate mouse and keyboard attached—instead of using the in-built keyboard and mouse.
- Place the laptop on a higher level—this allows your eyes to be in line with the top of the screen.