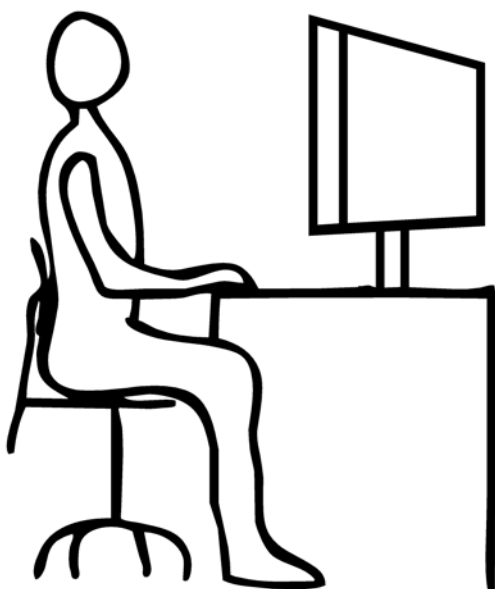


## Positioning Yourself At Your Desk

Improper positioning at your desk can lead to discomfort, strain, tension, and potentially injury. Use the information below to position yourself properly at your desk to prevent these consequences.

### First, make sure your workstation is set up correctly. Here's a checklist:

1. Your chair and keyboard should be set so that your thighs and forearms are parallel to the floor.
2. The keyboard height should ensure that your wrists are straight and level.
3. The keyboard should be close enough that you don't have to stretch forward to reach the keys.
4. The mouse should be close to the keyboard where you don't have to reach to use it.



### Now check your body position.

1. Keep your hip, knee and ankle joints open slightly (90 degrees or more).
2. Keep your head aligned with your spine. Place work so that it can be seen without craning your neck or so that it can be seen without severely dropping your chin.
3. Keep your upper arms close to your sides, hanging straight down.
4. When typing, your wrists should be relaxed, not be bent up, down or to the sides.
5. Try not to slouch.
6. Try not to sit for more than 50 minutes at a time, and change positions within guidelines or stretch frequently.

### Resources:

- *Repetitive Strain Injury: A Computer User's Guide*. Pascarelli, Emil M.D., John Wiley and Sons 1994.
- Canadian Centre for Occupational Health and Safety website: [www.ccohs.ca/oshanswers/ergonomics/sitting/sitting\\_position.html](http://www.ccohs.ca/oshanswers/ergonomics/sitting/sitting_position.html)