



1. Use a good chair with an adjustable chair back and adequate back support at belt level. Studies show that the best seated posture is a reclined posture of 100-110 degrees. Erect sitting is NOT relaxed.
2. Top of monitor casing 5-8cm above eye level to provide a balanced head position.
3. No glare on screen, use an optical glass anti-glare filter where needed. Screen must be able to swivel and tilt.
4. Sit at arm's length from monitor.
5. Feet on floor with no obstruction to leg movement.
6. Use a document holder, preferably in-line with the computer screen.
7. Wrists flat and straight in relation to forearms to use keyboard/mouse.
8. Arms, shoulders and elbows relaxed close to body, with the upper arm vertical.
9. Center monitor and keyboard in front of you.
10. Use a negative tilt keyboard tray with an upper mouse platform or downward tilt able platform adjacent to keyboard. The ideal typing posture is when the keyboard is below elbow height and the keyboard base is gently sloped away from the user so that the key tops are accessible to the hands in a neutral posture