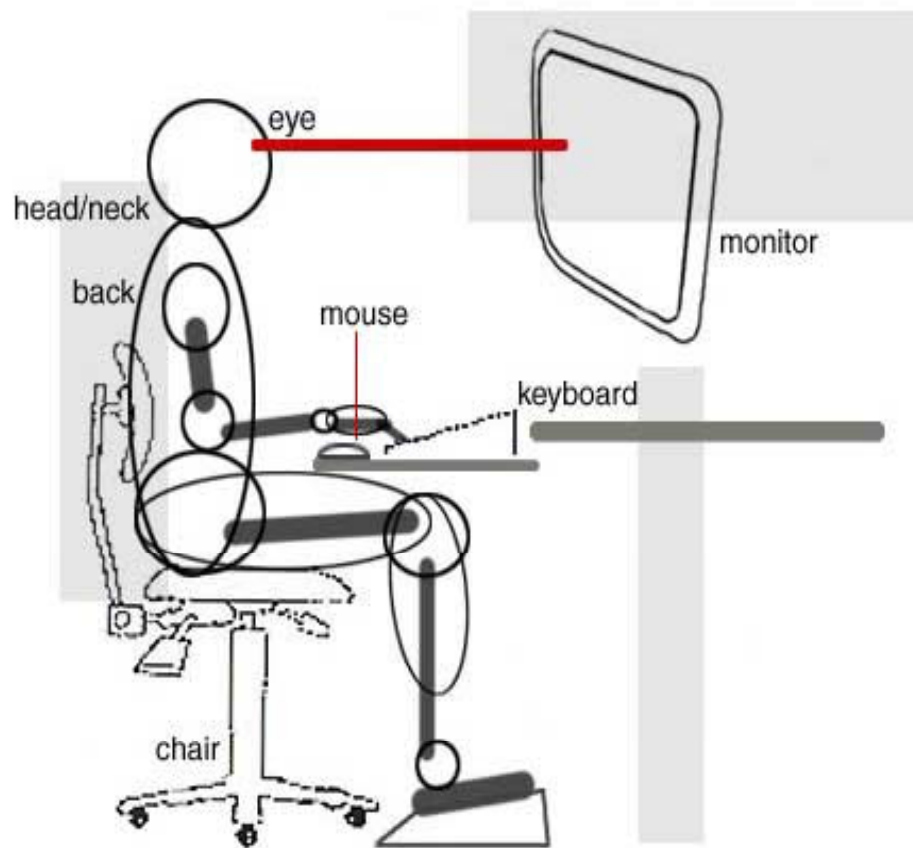


Working Posture



Key to prevention...

Take breaks often...2 to 3 minutes for every 1-hour of computer time or time you are in a stationary position. "Reverse Posture" to stretch and balance.

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Quick Reference

1. **Check monitor level** – top one-third of the screen at or below eye level; distance a minimum of 18", or arm's length
2. **Stay in line** – the monitor and keyboard centred in front of you
3. **No glare** – adjust lighting whenever possible to avoid any glare on your monitor
4. **Keep documents in line** – keep documents in line with your keyboard and monitor to minimize twisting of the neck and adjustments for the eyes
5. **Negative keyboard tilt** – have your keyboard flat and when possible, use a negative tilt on your keyboard tray
6. **Wrists neutral** – flat or straight from the forearm (as opposed to being bent up or down)
7. **Arms in** – work with your arms and elbows close to the body to avoid reaching, rounding and twisting positions
8. **A change is almost as good as a rest** – shift your position frequently to avoid muscle tension and to keep your circulation moving
9. **Recline!** Work in a reclined position versus leaning forward in to your computer; a forward flexed posture puts strain on the low back, fatigues the upper back and tightens through your chest and shoulders.
10. **1-2-3 BREAK!** - take short and frequent breaks regularly throughout your day; 1/hour is recommended; a 1-3 minute break can provide enough time for muscles to relax and get your circulation moving again
11. **Feet flat** – resting on the floor to allow for proper seat height with thighs parallel to floor. Use a foot rest or lift to elevate if required.
12. **CPU off the desk** – if your monitor height adjusts, remove your CPU from the desk; it's a better fit and will give you more room to work

TIP...your body loves right angles and straight lines:

- ✓ Ears directly above shoulders
- ✓ Wrists flat
- ✓ Shoulders directly above hips
- ✓ Thighs parallel to floor
- ✓ Elbows directly below shoulders
- ✓ Heels directly below ankles
- ✓ Forearms parallel to floor
- ✓ Feet flat on the floor