

GUIDE TO ERGONOMIC SEATED PO

Head balanced directly over spine.

Eyes are looking straight ahead.

Top of monitor aligned to eye height.

Shoulders completely relaxed; not raised.

Adjust monitor arm's length away.

Upper arm in line with torso.

Elbow bent at 90 degrees or wider.

Back fully engaged with back rest.

Arm rest set at elbow height. *or drop armrests, pull in closer and support arms on work surface.

Lower desk to about elbow height; wrists straight.

Arms flat & supported from elbow to fingertips.

Knee bent at 90 degrees or wider; thighs parallel with floor.

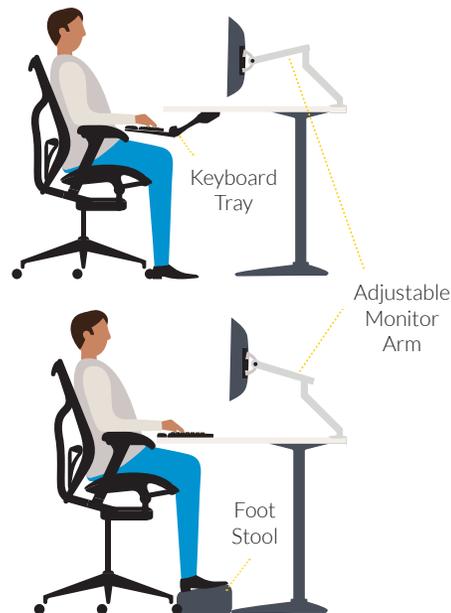
Seat height adjusted to that feet don't dangle.

"3 finger gap" between seat edge and back of knee.

Feet flat on floor, supporting leg weight.

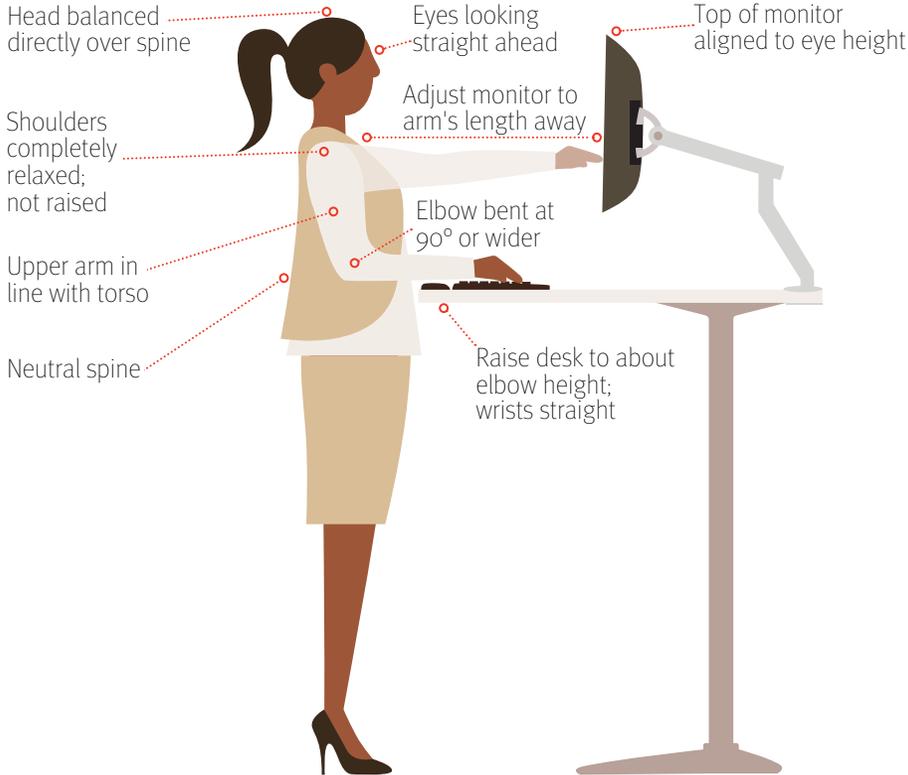
Fixed-height desk?

These tools can help you get to the right height.





GUIDE TO ERGONOMIC STANDING POSTURE



Tips on healthy posture:

- » Always avoid twisting at the neck; stay centered and symmetrical.
- » Your eyes always “win.” The placement of what you look at (e.g. monitor, laptop) will affect head and neck position.
- » Avoid splaying at the elbows - make sure your arms are close to your body and upper arm is in line with torso.
- » Armrest use is optional and based on individual comfort and preference.
- » Movement is key for health and productivity. Changing postures often encourages blood circulation, bringing oxygen to the body and brain.

Monk Office