

# how are you sitting?

## Shoulders

Your shoulders should be relaxed at all times.

## Backrest

Adjusted correctly, your backrest should support the curve in your lower back.

## Seat Height

Your seat height should be adjusted to your individual needs to ensure that your arms are positioned correctly.

## Knees

The angle of your knees should be at least at 90°, to ensure that your thighs are not compressed.

## Monitor

Adjust the monitor so that your vision is level with the centre of the screen and at a comfortable distance – try arm's length.

## Arms

Your elbows should be at least 90° and your wrists and forearms level with, or slightly above your desktop or keyboard. Keep your elbows close by your side.

## Mouse

If you use a mouse, keep it close to your body. Avoid reaching.

## Laptop users

If you are using a laptop screen as your primary monitor you should have it set to the appropriate height (shown above) with the aid of a laptop stand and you should always use a separate keyboard.

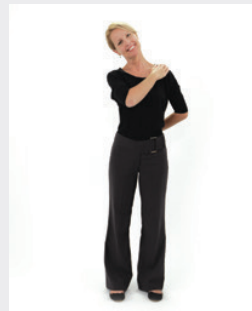


## Feet

Flat, slightly apart and supported on the floor. If your feet are not well supported by the floor, use a footrest.

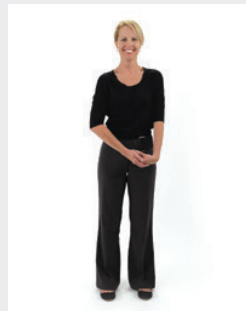


## daily health moves: seated workstations



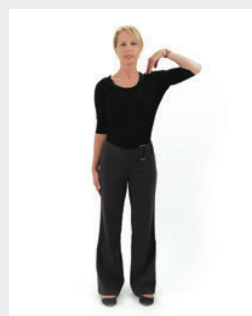
### Slow Neck Stretch

Place your right hand on your left shoulder and your left arm behind your back. Gently hold the shoulder down while bending your head towards your right shoulder. Hold for 10-15 seconds, breathing gently. Repeat with the left hand on the right shoulder.



### Forearm Extensor Stretch

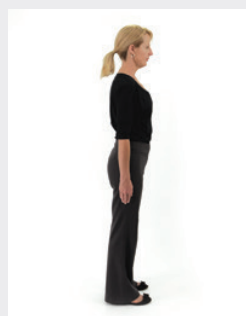
Keeping your right hand relaxed and your elbow straight, bend the wrist of your right hand using your left hand – so that you feel a stretch in your right forearm. Hold for 10-15 seconds. Change arms and repeat with your left hand.



### Shoulder Rotation

Standing relaxed, feet slightly apart, place right hand on right shoulder. Gently draw a large circle backwards with your right elbow.

Repeat with your left shoulder/elbow.



### Chin Tuck

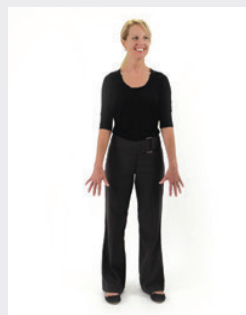
Look straight ahead. Pull your chin in so that you make a double chin. Do not drop your head forward. Hold for 10-15 seconds.

Repeat.



### Forearm Flexor Stretch

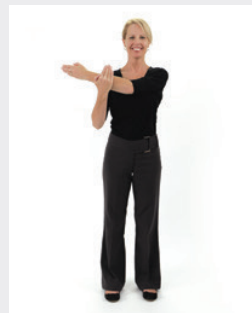
Hold right arm out at shoulder height, palm out. With left arm, pull gently on fingers of right hand, keeping the right elbow straight. Pull back gently on fingers. Hold for 10-15 seconds. Repeat with the left arm.



### Easy Eyes & Handshake

Relax in a standing or sitting position, feet slightly apart. Shake both hands in front of you. Look long. Look short.

Repeat.



### Shoulder Stretch

Keeping your right arm straight and shoulder relaxed, pull your arm across your body at shoulder height and hold for 10-15 seconds.

Repeat on the other side.



### Posture Stretch

Stand up straight with feet apart. Unlock your knees. Tuck in your chin and place your hands just below the hollow of your back. Push your back to arch over your hands, then straight up - do not hold the position. Repeat gently 5 times.