

# 10 STEPS TO SAFE COMPUTING

**1** Adjust the height of your chair so that your feet are flat on the floor, knees at 90°/110° and thighs approximately parallel to the floor.



**10** Take 30 second micro-breaks every 15 to 20 minutes throughout the day.

**2** Adjust the seat pan on your chair so that there is 3 to 4 finger widths of space between the chair edge and your calf.

**3** Adjust your chair backrest height so that your lower back and hips are supported.

**4** Adjust your chair armrest height so that it gently supports your forearms when your elbows are kept at right angles. Take care not to splay your elbows out and away from your body.

**5** Adjust your keyboard platform/table height such that it is at or slightly below your elbow height - wrists straight and fingers dropping down on to your keyboard.

**9** Keep items that you use frequently, close to you, i.e.; keyboard, mouse, phone, etc.

**8** Adjust the height of your monitor so that it is at or slightly below your horizontal line of sight.

**7** Keep your monitor as far in front of you as possible as long as your screen characters are clearly visible.

**6** Keep your mouse and/or other pointing devices at the same height as your keyboard.



THE  
ERGONOMICALLY  
POSITIONED  
WORKSTATION