



HOW TO MAINTAIN GOOD POSTURE

Prolonged static posture positions can lead to back and/or neck pain which can be aggravated by workstation set up. See below for advice on correct seating position at work and general advice to prevent overloading of the soft tissue and joints:

- Adjust your chair to the correct height to allow your feet to rest flat on the floor.
- If your feet do not reach the floor, use a foot rest, do not cross your legs.
- Maintain normal spinal curves “S” curve and don’t slouch.
- Hips and knees should be at right angles, make sure your weight is evenly distributed through both hips.
- Desk height should be at a level to allow neutral wrist position and elbows at 90 degrees, whilst keeping shoulders relaxed.
- Whilst typing, use a soft touch. Do not over reach for the keyboard or mouse, your elbows should sit at your waist.
- Your telephone should be placed within easy reach, on the opposite side to the mouse. If you use the telephone frequently it is advisable to use a headset.
- Top of computer screen should be at eye level and an arms’ length away, make sure monitor is directly in front of you.
- Remember, no position, even if supported should be maintained for long periods, therefore, take short frequent rest breaks or change tasks.
- Take up a form of general exercise e.g.: swimming, yoga, walking, cycling etc.
- Don’t forget – Your posture can equally affect you at home or at work. Think about how you are sitting if you are watching TV or writing, crafting, knitting etc.
- Don’t spend hours at a time bent over whilst gardening or doing other daily chores – try to maintain the correct spinal curves and use long handled tools, continuously adjusting posture where possible.

