Proper Desk Posture

- Document holder at monitor height used to improve neck posture and reduce eye fatigue.
- Top of monitor placed at eye level to maintain neutral head and neck posture.
- Viewing Distance 18-30”
- Keyboard slightly inclined and placed at seated elbow height to encourage keying with straight wrists and relaxed shoulders.
- Padded and slightly curved wrist rest to keep wrists straight and reduce stress on shoulders and upper back.
- Seat back positioned to provide lower back support.
- Leave space (approximately 3 fingers) between chair and knees to improve leg circulation.
- Place feet securely on the floor or footrest to ensure knees remain at a neutral angle.

Viewing Distance 18-30”
Additional Ergonomic Tips to Reduce Risk for Discomfort or Injury

- Try to take frequent mini-breaks to give muscles and joints a chance to rest and recover.
- Alternate between work activities that use different muscle groups to avoid overuse.
- A timer can be set on the computer at determined intervals as a reminder to take a break and stretch.
- Keep frequently used items within a comfortable reach, within 10 inches.
- Use good body mechanics and avoid awkward neck positioning.
- Focus the computer screen for optimal viewing by adjusting the contrast and the brightness.
- Avoid glare by closing the blinds on windows or use a glare-resistant screen.
- Perform on-the-job stretches every 2-3 hours.
- Utilize good body mechanics and office positioning at home as well.