## POSITION Safety and Comfort



**EARS** in line with shoulders

- sHOULDERS back and relaxed, not rounded or elevated
- BACK straight and supported, sitting upright or leaning back slightly

THIGHS and HIPS supported by well-padded seat, parallel to the floor

FEET forward, fully supported by the floor or footrest

## Remember

WHEN KEYING, float your hands over the keyboard, and use palm rests between bursts of keying.
WHEN MOUSING, keep your wrists straight, and use the elbow to pivot.

ADJUST your chair to fit you, if possible.

**CHANGE** your working position often throughout the day, stretching your fingers, hands, arms, and torso, and by standing and walking around for a few minutes periodically.