

Healthy sitting posture



- Heels under the knees,
- Knees flexed 90-95°; the distance between the knees is equal to the distance between the heels,
- Sit on the sitting bones, fully supported by the lumbar support,
- Mid-back slightly forward,
- Top of the head (crown) as the highest point of the body,
- Armrests just under the elbows, without permanent contact,
- Shoulders relaxed, arms and hands close to a neutral position.

The postures shown below are not healthy working postures!



Adjust your chair

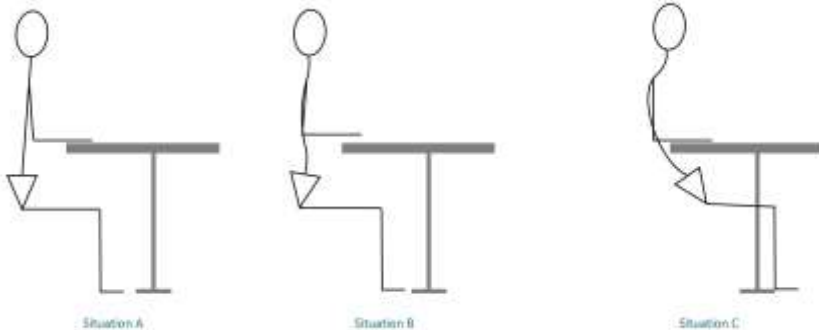
Proceed as follows to adjust your chair:

- Block the tilting mechanism so that the seat pan is horizontal,
- Lower the armrests as much as you can and bring them as close to each other as possible,
- Set the height of the chair so that the knees form an angle of 90-95°,
- Set the depth of the seat so that you can fit a full fist between the back of the knee and the seat pan (minimum depth is usually recommended),
- Set the height of the lumbar support so as to feel that the pelvis is well supported at belt level,
- If necessary, raise the armrests a little so that they come just under the elbows when the shoulders are relaxed and the elbows are bent 90°,
- Set the distance between the armrests so that you do not need to spread the elbows to rest them,
- Unblock the tilting mechanism and set it to your weight: you should feel well supported but the chair should tilt when resting the shoulder blades on the backrest.

Adjust your workplace

Your working tools have to be brought towards you so that you can use them without effort:

- Keyboard and wrist rest are close to the front edge of the desk,
- The feet of the keyboard are removed,
- The mouse is as close as possible to the keyboard, so as to avoid spreading the elbows sideways,
- The desk is at the height of the elbows to keep the wrists straight when you type. If it cannot be lowered enough, raise the chair and use a footrest,
- To find the right distance to the desk: start far away from the latter and roll the chair forward. You are at the right distance when the keyboard is under your fingertips (situation A),



- If often consulted, paper documents are between the keyboard and the screen, either on a documents holder or on a binder. Less consulted documents can be on the side of the keyboard (if possible on the dominant eye side),

The top of the screen is approx. 10° below eye level, tilted towards you.

Keep moving!

Movement brings blood and oxygen to the tissues. **Organising your working time well is hence essential for your body!**

- Block the tilting mechanism of the chair to work on screen, and unblock it for all other tasks,
- Plan meetings, paper work and other non-computer tasks to interrupt computer work,
- Stand to phone or speak to a visitor, and walk to talk to your near colleagues rather than sending them an e-mail,
- Leave your workplace 5 min per hour, and refrain from standing for longer than 40 min in a row,
- Use the staircase to go one floor up or two down,
- Do not skip lunch breaks,
- Arrange for at least 30 min a day of moderate to intense physical activity.

For more information

Olivier Girard

www.ergoh-conseil.ch/home.html

Mail: ogirard@ergoh-conseil.ch / Mob.: +41 79 936 3304