

## CHAIR

1. Back support which is easily adjustable in height and angle.
2. Adjustable back rest depth.
3. Cloth covering.
4. Curved edge.
5. Height adjustable.
6. Five-star castor base.
7. Use it to rotate not your neck and back.

## BACK

1. Co-ordinate desk and chair height so that the shoulders remain relaxed and the elbows by the side, forearms are parallel to the ground. A footrest may be necessary.
2. Keep frequently used objects within a 60cm radius where possible eg phone, documents.
3. Avoid keeping commonly used objects to only one side of the desk.

## KEYBOARD

1. You should be able to maintain the recommended seating position when using the keyboard.
2. The wrists should not be bent or cocked when using the keyboard.
3. Keyboard should be 6-7cm from the edge of the desk to allow the forearm/wrist to rest when you're not keying.
4. Keyboard is a comfortable distance away ie: length of the forearm away so the elbows stay by the side.
5. Keyboard should be in front of you, **NEVER TO SIDE.**

## MONITOR AND DOCUMENT HOLDERS

1. **MONITOR SHOULD BE DIRECTLY IN FRONT.** Top of the screen should be at eye level and about 60-70cm from your eyes (slightly lower if you don't touch type or have bifocals).
2. Document and screen should be the same distance from your eyes and next to each other.
3. Use a document holder which allows you to position the documents correctly.
4. Where most of your time is spend looking equally at the monitor and document holder, position yourself and keyboard in the centre of these 2 pieces of equipment.

