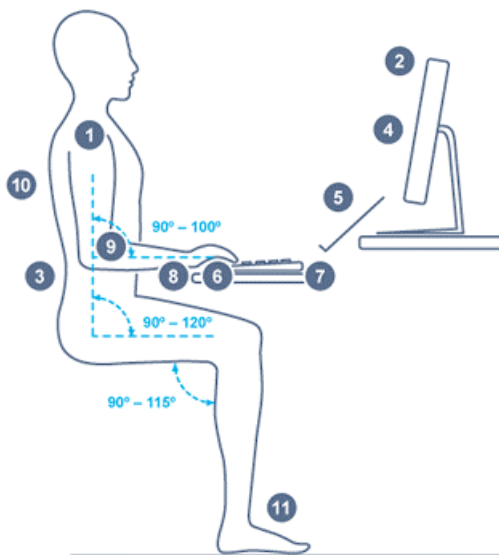
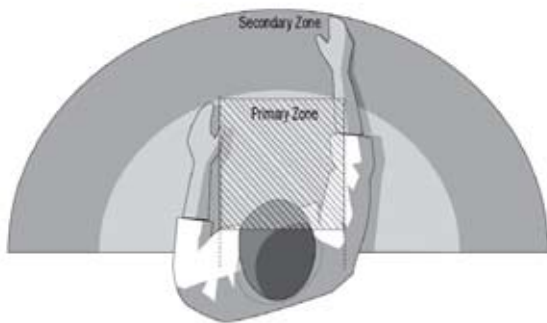


## CORRECT POSTURE



1. Keep your shoulders relaxed & slightly retracted back
2. Adjust screen for level head position - (monitor stand)  
If using laptop stand use separate keyboard + mouse
3. Keep hips approximately 3 - 5 cm higher than knees  
Sit back in the chair and utilize the chair backrest fully
4. Keep screen centrally in-line with your body and nose
5. Use a document stand between keyboard and screen
6. Type & mouse with hands/ wrists straight and relaxed
7. Retract keyboard pegs so keyboard is flat on the desk
8. Undersurface of the forearms, wrists, and hands level
9. Keep elbows at a 90 - 100 degree angle by your sides
10. Maintain a 5 - 8 degree recline of upper body posture
11. Keep your feet fully supported on the floor, or footrest



- \* Keep keyboard, mouse, and writing in Primary Zone
- \* Keep phone and items used often in Secondary Zone
- \* Please take 1 -2 minute rest break every 30 minutes