

# HOW TO MAINTAIN CORRECT POSTURE

## HOW TO SIT, STAND AND PERCH CORRECTLY



# HOW TO SIT CORRECTLY

## AND MAINTAIN GOOD POSTURE

Sitting incorrectly at a computer for long periods of time can take a toll on your body and health. By not sitting with the correct posture, it is easy to end up with the most common workplace injuries such as; back, neck and knee pains. Follow our simple guide on the steps needed to be taken to maintain good ergonomics and staying comfortable at your desk during the day.

### one

Sit into the very back of the chair and adjust the seat height so the forearms are level with the height of the desk at a **90 degree angle**. Adequate space should be allowed for hands/ wrist support without reaching for the mouse or keyboard.

### two

When adjusting the chair height make sure thighs are level and feet are flat on the floor with legs at a **90 degree angle**. A footstool can be used if necessary.

### three

Adjust the back height or lumbar support to follow the shape of your back.

### eye level

To avoid the neck stooping and causing aches and pains the eyes should be level with the top of a VDU screen with a distance of around **600mm or at arm's length**.

### four

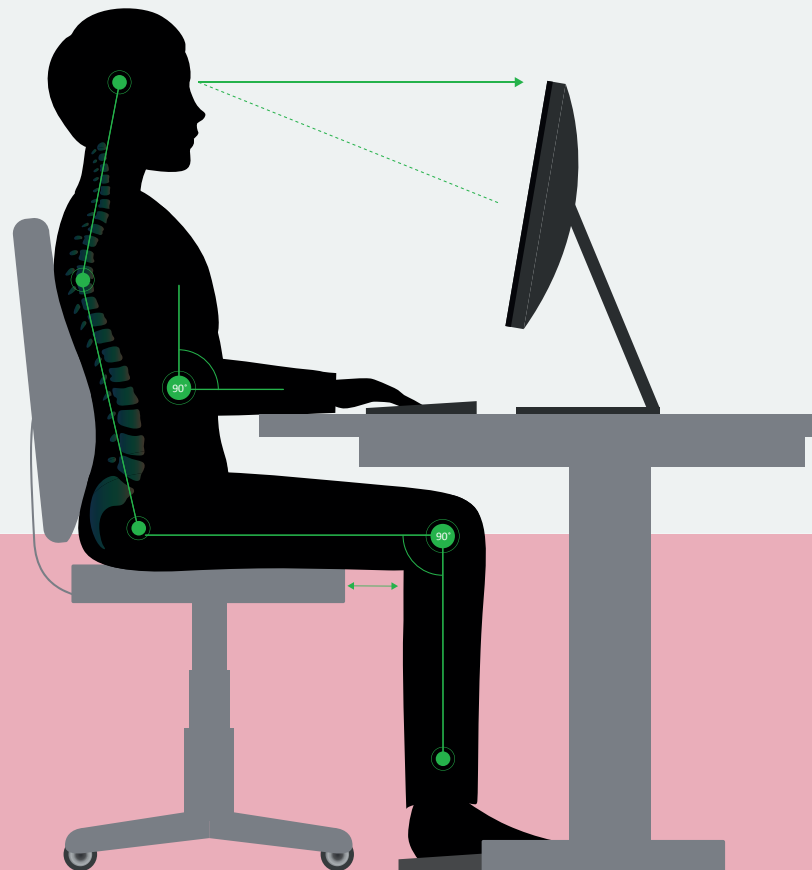
Adjust the back angle into an upright position and lock into place.

### five

Adjust the seat depth leaving a **50mm gap** from the front edge of the seat to the back of the knees.

### six

Adjust the seat angle so slightly tilting forward creating even pressure on the underside of the legs and buttocks.



# HOW TO STAND CORRECTLY

## AND MAINTAIN GOOD POSTURE

Standing correctly at your sit/stand desk is just as important as sitting correctly. Maintaining correct standing posture will help to reduce existing back, neck and shoulder pains as well as reducing the risk of postural issues developing in the future. Follow our simple guide on the steps needed to be taken to maintain good ergonomics and staying comfortable at your desk during the day.

### one

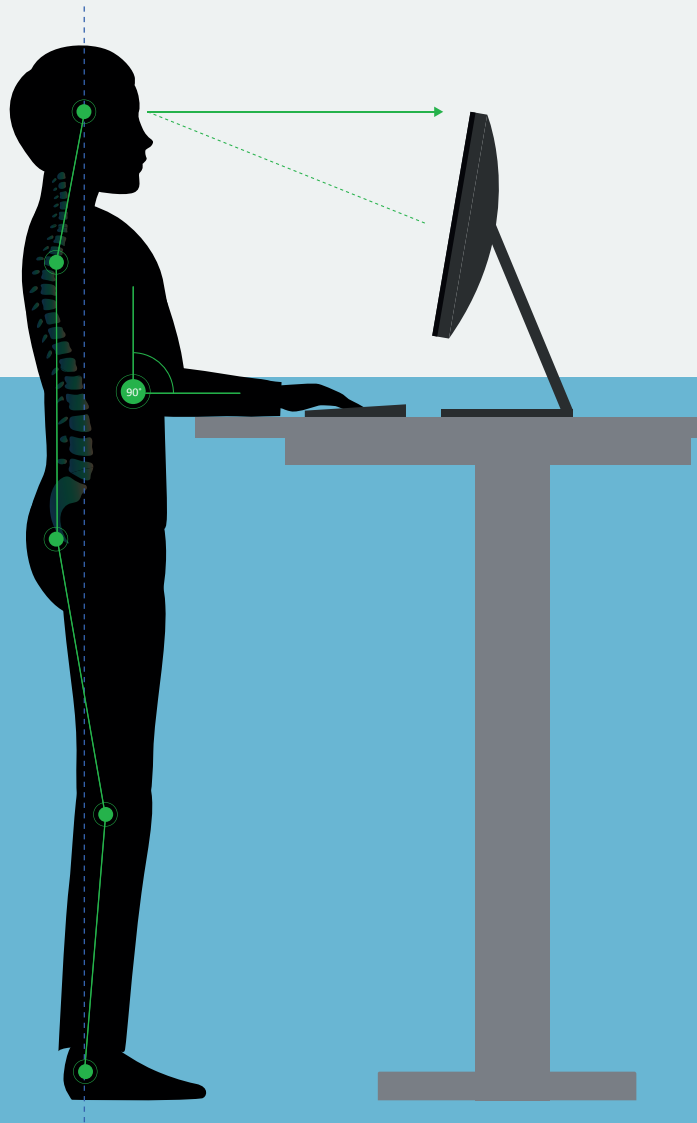
Stand up straight to elongate the spine and face the desk and screen keeping the shoulders back and relaxed. Allow the arms to hang naturally by the side of the body to find a neutral position.

### two

To find the correct desk height bend the elbows and keep them at a **90 degree angle** whilst keeping the neck neutral and the wrists straight in front. Lift or lower the sit/stand desk to meet the elbows, so the forearms are parallel with the desk surface.

### three

Now the standing height has been found ensure the wrists remain neutral at all times, straining the wrists in an inclined or declined position will cause pain and stress in the arms.



### four

To avoid the neck stooping and causing aches and pains the eyes should be level with the top of a VDU screen with a distance of around **600mm** or **at arm's length**.

### five

Find the correct balance between sitting and standing to see the full benefits of added movement throughout the day. It is recommended to alternate between sitting and standing roughly every **30-60 minutes**.

# HOW TO PERCH CORRECTLY

## AND MAINTAIN GOOD POSTURE

Perching at a desk is the middle ground between sitting and standing which helps to encourage movement throughout the day. The additional movement perching stools generate not only help with posture but can also boost productivity and concentration to keep users focussed for longer periods of time due to increased blood flow around the body. Follow our simple guide on the steps needed to be taken to maintain good ergonomics and staying comfortable at your desk during the day.

### one

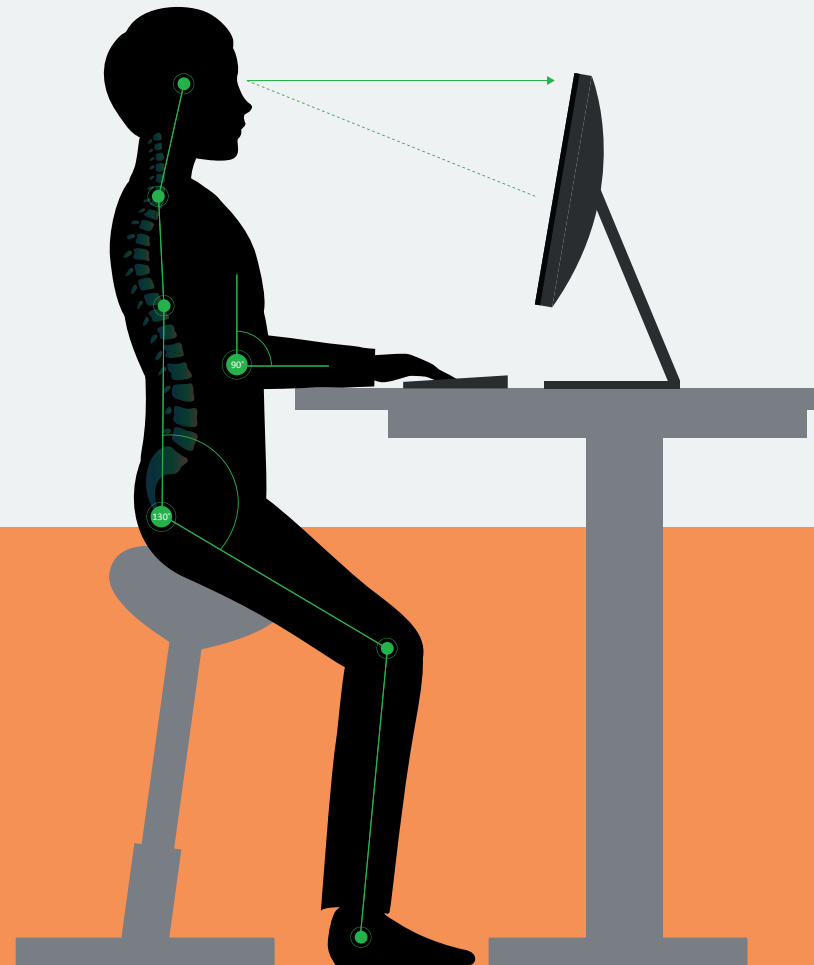
When finding the correct height of a perching stool, the feet should be flat on the floor with legs at roughly a **130 degree angle** so there is a slight bend in the knee with the stool base slightly behind the body.

### two

Distribute the body weight so **30% is on the feet** and **70% is on the stool** to maintain comfort and to not put pressure on the feet.

### three

To find the correct desk height bend the elbows and keep them at a **90 degree angle** whilst keeping the neck neutral and the wrists straight in front. Lift or lower the sit/stand desk to meet the elbows, so the forearms are parallel with the desk surface.



### four

To avoid the neck stooping and causing aches and pains the eyes should be level with the top of a VDU screen with a distance of around **600mm or at arms length**.

### five

Find the correct balance between sitting, standing and perching to see the full benefits of added movement throughout the day.



# TIPS TO MAINTAIN GOOD POSTURE

## AT HOME AND IN THE WORKPLACE

Maintaining correct posture and recognising postural habits both at home and in the workplace helps you to become more aware of your muscles and alignment making it simpler to correct your own posture and potentially reduce strain and pain. Our tips below outline ways in which correct posture can be maintained.

### **change posture habits**

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Bad posture isn't just evident in the office, habits at home can also cause problems. For example, when hunching over a computer, your head may lean forward, which can lead to poor posture. Hunching over a mobile phone can cause the same issues dubbed "text neck". Similarly, sitting on a sofa at home with your knees to the side or one leg under the body can cause strain on the spine and hips, which will also cause postural problems. Changing habits both at home and work will be beneficial.



### **straighten up**

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Standing up straight is a great way to improve overall posture. Standing tall against a wall, hold your head straight and tuck in your chin slightly, your ears should be positioned over the middle of your shoulders. Roll your shoulders back, keep your legs straight with knees relaxed and abdomen pulled in. Stand tall so you feel as though your head is stretching towards the ceiling without tilting the head backwards, forwards or to the side.



### **avoid slouching**

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Sitting in a slouched position increases tension in the muscles in the back, neck and shoulders which may in turn cause pain and longer-term postural issues. Although slouching doesn't always cause discomfort initially, over time this position can place strain on already sensitised muscles and soft tissues. Sitting, standing and perching correctly will help improve posture.



### **alternate positions**

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Standing, standing or perching for long periods of time can also have negative effects on your body, best practice is to alternate between different sitting, standing and perching positions throughout the day to see the benefits and increase activity. It's recommended to alternate every 30-60 minutes.













# CENTURY OFFICE

## Showroom

Unit 4 Brunel Way, Severalls Industrial Park,  
Colchester CO4 9QX

## Contact

T. 0800 0929301

E. [sales@century-office.co.uk](mailto:sales@century-office.co.uk)

W. [www.century-office.co.uk](http://www.century-office.co.uk)

