

Ergonomic Guidance

Tips to work comfortably

1. Neck is straight and head is balanced evenly
2. Shoulders are completely relaxed so arms hang naturally, close to body
3. Back has full contact with the backrest (sit all the way back in your chair)
4. Elbows and forearms can rest comfortably on the arms of your chair, without bearing weight
5. Lower back fits into curved lumbar support
6. Tension is adjusted so backrest reclines easily, yet provides smooth, even support, and encourages postural change
7. Top of monitor is at eye level or slightly lower and directly in front of you so your head is not turned
8. Monitor should be 20" to 30" from the eyes or approximately an arm's length away
9. Forearms should be parallel to the floor
10. Wrists should be straight when keying or mousing, not bent up or down
11. Thighs are parallel to the floor
12. Neutral spine position, avoid slouching or overextension
13. Avoid locking knees to help maintain good posture
14. Feet are flat on the floor or on a footrest or foot pad.



Scan the QR code with your phone or use the URL to learn how to easily adjust your office furniture to fit you.

