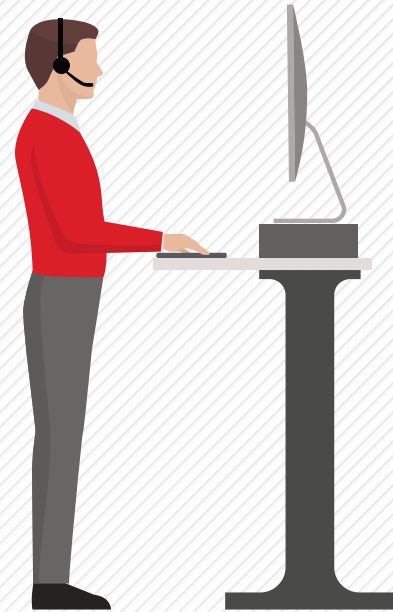


# FINDING NEUTRAL WITH ADJUSTABLE OFFICE EQUIPMENT AND FURNITURE



## Chair

Hips and knees approximately 90 degrees.

Keep knees slightly below hips with 2-3 fingers' width of space at the back of the knees.

## Feet

Feet flat on the floor or a footrest.

If standing, place one foot on footrest to vary position throughout the day.

## Keyboard

Same height as elbows. Key gently.

## Mouse

Adjacent to and at same height as keyboard.

## Head

Head back, chin tucked, ears, shoulders and hips aligned.

## Phone

Use a headset or other hands-free option. Ensure a good fit.

## Eyes

Level with top 1/3 of screen (18"- 34").

## Elbows

At sides, approximately 90-degree bend.

Remember to take microbreaks: 20-30 seconds every 20-30 minutes to change posture or move

# FINDING NEUTRAL WITH AT-HOME OFFICE EQUIPMENT AND SUPPLIES



## Eyes

Use flat, sturdy boxes or books to raise the height of laptop/monitor. Top of laptop screen or top 1/3 of monitor screen should meet eye level.

## Phone

Use a headset or other hands-free option. Ensure a good fit.

## Mouse

Use external mouse and keep adjacent to keyboard.

## Keyboard

Keep wrists straight. Use external keyboard to position at optimal height.

## Elbows

Create an approximate 90-degree bend. Use folded towels or blankets to raise seat height if wrists are higher than elbows. Or use flat, sturdy boxes or books to raise the keyboard and mouse devices if wrists are lower than elbows.

## Chair Selection

Do not sit on couch or recliner to do work. Find or make back support. Sit all the way back. Keep ears above shoulders and hips.

## Feet

Keep thighs parallel to the floor with feet fully supported when seated.

If feet dangle, use sturdy box, books, or reams of paper to keep hips and knees aligned.

If standing, place one foot on footrest to vary position throughout the day.

**Remember to take microbreaks: 20-30 seconds every 20-30 minutes to change posture or move**