



## Setting up your workstation

# 1

### CHAIR

A

**CHAIR HEIGHT**  
Hips slightly higher than knees.

B

**CHAIR DEPTH**  
Sit in the back of the seat and adjust the depth a fist should fit between seat and legs.

C

**LUMBAR SUPPORT**  
Place the curvature of the seat back in the small of your back. Keep your head straight, in line with your spine.

D

**ARM RESTS**  
Relax your shoulders. Your upper arm and lower arm should be at 90° to each other.



# 2

### DESK

E

**HEIGHT OF DESK**  
Should be the same as the height of the arm rests.



# 3

### COMPUTER

F

**MONITOR SCREEN**  
Distance between your eyes and the screen should be approximately an arm length. Top of the screen should be at eye level.

G

**KEYBOARD AND MOUSE**  
Keyboard should be approximately 10 cm from the edge of the desk, so that the fingers reach the middle of the keyboard. The mouse should be placed close to the keyboard.



## Tips

- FREQUENTLY CHANGE YOUR WORKING POSTURE AND TAKE A BREAK REGULARLY.
- WHEN WORKING, TRY TO KEEP YOUR ARMS AND SHOULDERS RELAXED.
- STRETCH REGULARLY.
- BREATH EVENLY.
- DON'T LET A COLLEAGUE BRING YOU COFFEE/TEA. DO IT YOURSELF AND ENJOY THE WALK!