

# SITTINGSAFE®

## WORKSTATION SITTING POSTURES

**Sitting** posture may be one of the most stressful of all positions for your back. The seated position demonstrated in page three is a generalized position that the majority of people may find comfortable. It is important to frequently shift and avoid prolonged positions and thereby minimize stress on your spine and joints.

Alternative positions of comfort may be grouped according to the body's tilt; forward, erect and leaning back positions.

### SITTINGSAFE VARIATIONS

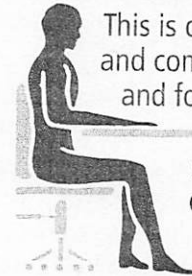
#### FORWARD SITTING

This posture is mostly used for reaching, writing, drawing and working on small equipment. The knees are usually not higher than the hips. The arms resting on surface offer additional support. Some chairs have the ability to tilt forward and may increase comfort.



#### ERECT SITTING

This is often used for typing and computer work. Erect and forward activities may be done in a semi-sitting posture, like on a bar stool for added relief of stress on the spine. Use of a higher than normal chair with a forward tilting seat will allow you to divide the weight evenly between the buttocks and feet.



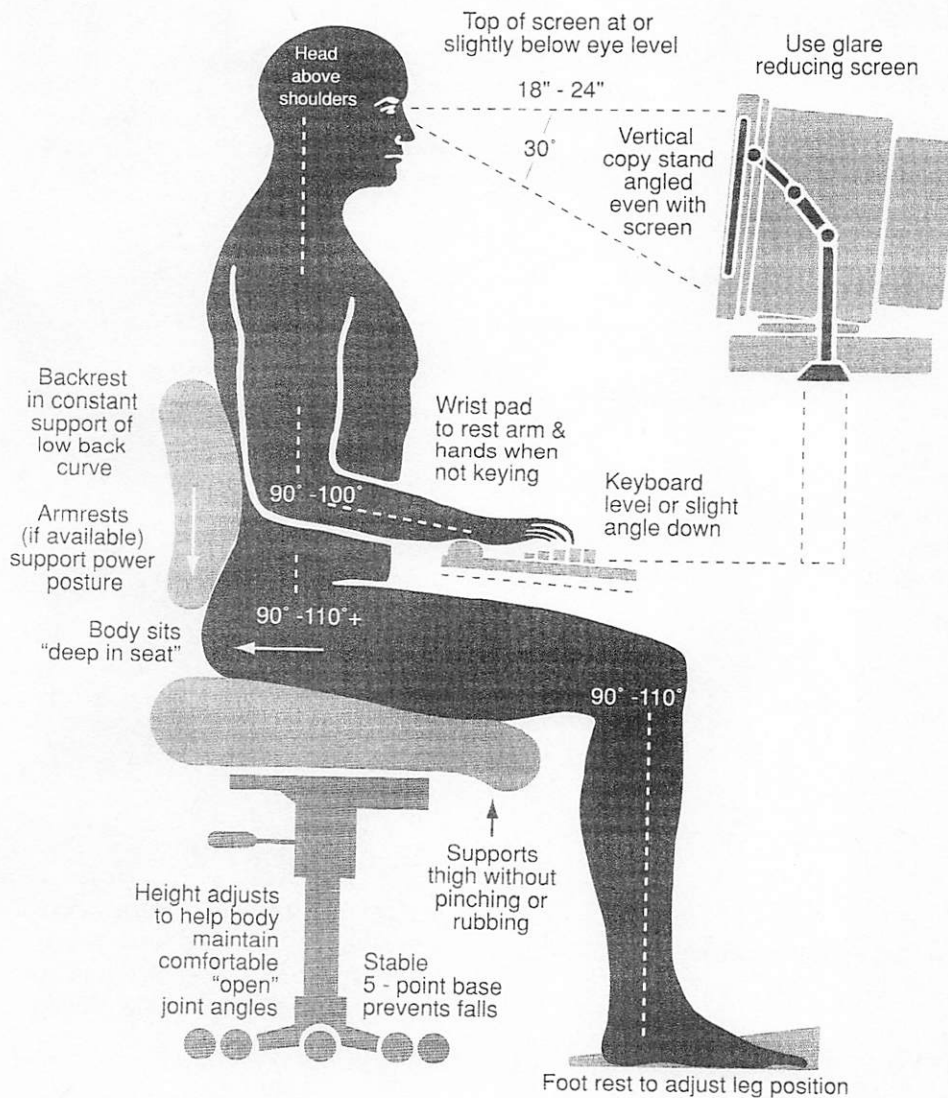
#### BACK LEANING

This position is usually preferred for phone work, conferencing, watching TV, movies and driving. Sitting with the knees lower than the hips can be comfortable in back leaning. Armrest may be helpful and a footrest is a good option.



### KEYBOARD & VDT TASKS

VDT - Video Display Terminal

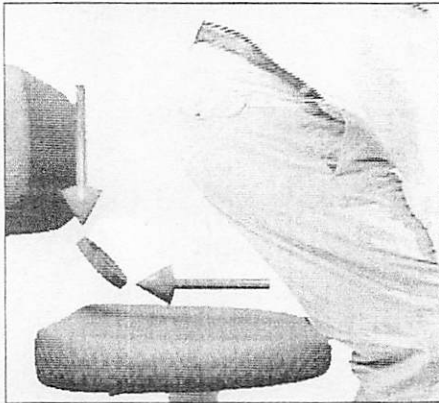


### WARNING

Do not maintain any one position for extended periods. Use frequent dynamic sitting techniques, such as strategic stretching, variations in chair height and tilt, as well as vision breaks. Include deep breathing whenever possible.

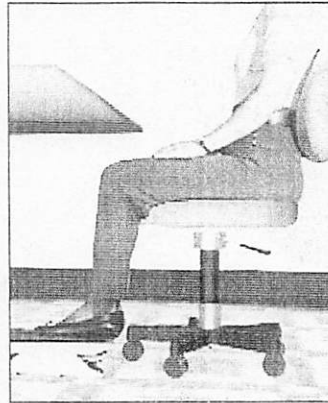
# SITTINGSAFE® RECOMMENDED POSITIONS & ACTIVITIES

## 1. Sit Deep In Seat



## 2. Adjust Seat Pan Height, Depth & Tilt

90° - 110° hip & knee angles



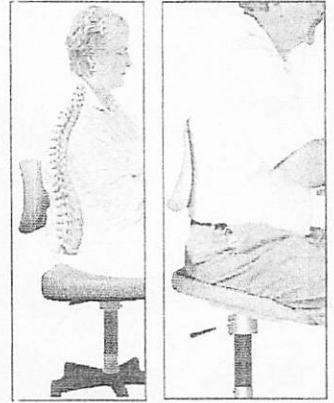
A foot rest can help adjust leg height & posture.



Slight downward tilt (95°-100°) or seat wedge helps maintain a comfortable "open" angles.

## 3. Adjust Back Rest

Maintain constant contact support in low back curve.

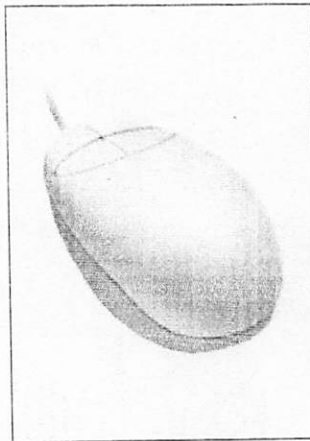


Move the backrest forward or back to change seat pan "depth".

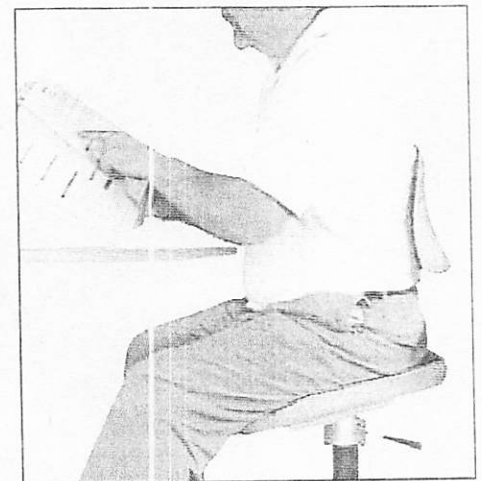
# SITTINGSAFE® EQUIPMENT AND SAFETY

## SAFE MOUSE USE

1. Place the mouse and keyboard on the same level and close to each other. The shoulder should be relaxed and the upper arm resting at your side.
2. Avoid a position that stretches your arm out to reach your mouse as this increases stress and muscle activity to the shoulder, arm and neck.
3. Use the appropriate model for left or right handed, and try different ones to see which size and shape fits your hand the best. A tear drop shape with a slant or sloping surface is recommended.
4. A drag lock function is helpful.
5. Hold mouse loosely with all fingers.
6. Maintain the wrist in a neutral position.
7. When resting use a wrist pad for support.
8. Use whole arm (keep off surface while moving) and shoulder, not just wrists to move mouse.
9. Use a light touch when you click.



## NON-KEYBOARD TASKS



Surface height 1" - 1.5" above relaxed elbow height. No air space between back rest and low back. Seat pan or wedge tilt or forward sitting position.



## SAFE KEYING

1. Correct hand position is in the shape of a gentle curve.
2. Avoid positions that place stress on the wrist and can cause pain such as keying with the hand above or below the wrist. This occurs when leaving the wrist on the table or wrist rest while typing. Also, when leaning too far forward while keying, the hand will drop lower than the wrist and create too much of an arch.

3. Typing habits can also impact health and performance. Banging on keys ("a clacker") is traumatic to the tendons of the hand. Stay close to the keys and be light.
4. Trim your nails as long nails force you to type with your hand too flat.
5. Minimize reaching with the small fingers and holding for long periods of time on the enter or control keys.