

Work Posture



If you answer no to any of the questions, and are unsure of a solution, feel free to contact a Physiotherapist at The Studio- we'll be happy to help.

Questions for a pain free workplace!	Y/N
Are your keying and mouse activities interspersed with a variety of other work tasks?	
Are you including micro pauses as a deliberate attempt to reduce tension by relaxing between keyboard operations?	
Do you perform regular pause exercises during computer operation at least every hour, including changing your visual focus?	
Are you altering your seated posture regularly throughout the day? E.g. reclining whilst on the phone and sitting upright again to key?	
Is your chair high enough or you desk low enough so that your elbows are level with or slightly higher than your keyboard while you type?	
Does your chair have fully adjustable chair height, back rest position and seat tilt?	
Do you have a stable footrest if your feet are not flat on the floor when sitting?	
Does your desk provide adequate clearance for your legs to allow close access to the work task (min. depth 550mm min. width 800mm)?	
Is your chin tucked in towards the chest and aligned with the spine rather than poking forward or upwards	
Is the screen at a comfortable reading distance from the operator (350mm to 750mm)?	
Is the image clear, stable and free from reflections and glare?	
Are the monitor and key board aligned and directly in front of you so that you do not need to twist to reach the keys?	
Is the keyboard located in close proximity to the body to avoid over	

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reaching to key?	
Are you the items you frequently use within easy reach and under 4kgs?	
Are your shoulders relaxed when the hands are resting on the keys with the upper arms hanging naturally and the lower arm at approximately 90 degrees?	
Are your wrists straight and in line with the forearm whilst keying or using the mouse, to avoid excessive bending to the side or upwards?	
Is the mouse at the same level as the keyboard and used as close as possible to the keyboard to avoid stretching your arm out to the side or across the desk?	
Do you have a relaxed grip using the mouse?	
Do you have a relaxed keying style and avoid finger stretching to reach the keys?	
Is the position of your source documents in line with or close to your monitor and around eye level to avoid excessive twisting or bending your neck?	
Does your desk top size easily accommodate all work tasks? Computer only: 1200x 900mm Computer and general clerical: 1500x 900mm	
Is your office lighting noise level and temperature, conducive to your comfort and productivity?	
For bi/tri/ multi focal wearers, is your monitor low enough to prevent you raising your chin to view the screen?	
If you regularly experience eye fatigue, have you had a recent review with your eye practitioner? Ensure you tell the practitioner the tasks you perform so the prescription is correct.	