

Tips to a SAFE & HEALTHY WORKSTATION

**KEEP YOUR SPINE
PROPERLY ALIGNED!**

LA COSTA



CHIROPRACTIC

Keyboard Skills Training:

- * Keyboard users should be trained to use all ten fingers to avoid looking down at your fingers

Taking Breaks:

- * Check your posture every 15 to 30 minutes making sure:
 - Head is above your shoulders
 - Shoulders are back, down and relaxed
 - Low back is arched slightly forward
 - Legs are uncrossed or crossed at ankles
- * Rest your eyes away from the display screen
- * Walk around, drink water, take deep breaths and stretch

Display Screen:

- * Positioned at eye-level
- * Clean, stable image, with adjustable contrast and brightness
- * Able to tilt and swivel and free of reflective glare

Keyboard:

- * Should be at a level that creates a 90 degree angle or a little greater at your elbows
- * Should be tiltable and separates from the screen
- * Space in front sufficient to provide support for hands and arms
- * Key symbols must be clear and keys well spaced

Work Desk/Surface:

- * Sufficiently large to allow flexible arrangement of screen, keyboard, documents and related equipment

Work Chair:

- * Stable and must allow freedom of movement such as swiveling to turn your whole body instead of just turning your head, and rollers to move back and forth
- * Seat height and back must be adjustable to support the arch in your low back and your mid back

Feet and Hands:

- * Foot rests should be used to create an angle a little greater than 90 degrees
- * Wrists should be held up, not leaning on the desk

