

# MAINTAIN PROPER BODY POSITION & ALIGNMENT WHILE SITTING AT YOUR DESK

Use audio equipment that keeps you from bending your neck (i.e., Bluetooth, speakerphones, headsets).

The top line of type on your screen should be 15 degrees below eye level.

Monitors should be close enough to avoid leaning forward or straining.

Relax your shoulders and bend your elbows 90 degrees, then position your mouse and keyboard so that you don't need to move your arms or bend your wrists to reach them.

Keep your hips and knees at 90 degrees.

Use a lumbar roll for lower back support.

Keep your feet flat on the floor.

