

1 Adjustment of the office chair

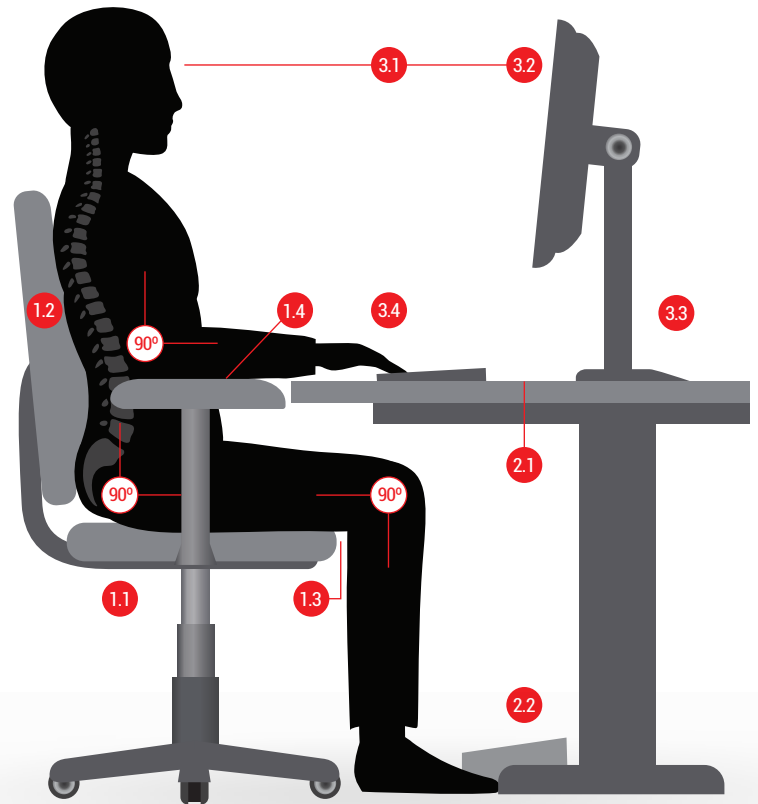
- 1.1. **Seat height:** Adjust the seat height in a way to allow both hips and knees to form a 90° angle (thighs parallel to the floor and feet fully resting on the floor; the seat must arrive under the kneecap)
- 1.2. **Backrest:** Adjust the backrest tilt to a 90 to 100° angle; Adjust the height of the backrest to ensure the lumbar support is towards the inward lower back curve
- 1.3. **Seat length:** Maintain a 2,5 cm to 5,0 cm space between the end of the seat and the back of the knees
- 1.4. **The armrests:** Adjust the armrests to the height and width of the elbows (elbows bent at 90° and relaxed shoulders)

2 Adjustment of the work desk and the footrest (if needed)

- 2.1. **Work desk:** Place the work desk or the keyboard drawer (if adjustable) at elbow level and arm rests level
- 2.2. **Footrest:** Place a footrest if the work desk or the keyboard drawer are not adjustable and are higher than the elbows: in that case, elevate the seat height so that the elbows are at the same height as the desk; Adjust the footrest to keep the hips and knees at an angle of 90° (feet must fully rest on the footrest)

3 Adjustment of the screen and accessories (mouse and keyboard)

- 3.1. **Screen height:** Adjust the screen so that the top of the screen is eye-level (except if wearing progressive lens glasses and using the lower part of the glasses to look at the screen: then, the top of the screen should be between the nose and the lips in that case, the screen could be slightly tilted backward to increase comfort)
- 3.2. **Screen distance:** Place the screen at a 60,0 to 80,0 cm from the eyes, depending on screen dimensions and personal comfort. The idea is to be able to comfortably perceive all characters on the screen without the need to move the head (to get closer or away from the screen)
- 3.3. **Screen positioning:** Center the screen in front of face and at an angle with the window (to avoid glare or shadow)
- 3.4. **Keyboard and mouse:** Align keyboard and mouse with screen and move the mouse closer to the keyboard; Mouse and keyboard should be placed at the same level; Flatten the keyboard (remove keyboard legs)



4 Organizing work and remain active

- 4.1. **Change positions and take microbreaks while standing up** (every 45 minutes approximately)
- 4.2. **Place frequently used objects within hands reach**
- 4.3. **Practice active and stretching exercises throughout the work day to avoid discomforts, fatigue and muscle stiffness**