

Quick Steps to Injury Free Computing

1. Use an office chair with a dynamic back.
2. Position your monitor so that the top of its casing sits 2-3 inches (5-8 cm) above eye level.
3. Avoid glare on the computer screen – use an optical glass anti-glare filter where needed.
4. Sit at arm's length from monitor.
5. Place your feet on the floor or on a stable footrest.
6. Use a document holder, preferably set in-line with the computer screen
7. Hold your wrists flat and straight in relation to your forearms when using the keyboard/mouse/input device.
8. Make sure your arms and elbows are relaxed and close to your body.
9. Center the monitor and keyboard in front of you.
10. Use a negative-tilt keyboard tray with an upper mouse platform or a downward-tiltable mouse platform adjacent to the keyboard.
11. Use a stable work surface and stable (no bounce) keyboard tray.
12. Take frequent short breaks (micro breaks).