Arranging Your Workstation

1. Chair supports 90-120° neutral seated position
2. Top of screen is at eye level or slightly lower and screen distance is 18-24”
3. Chair has lumbar support
4. Screen is sharp and easy to read
5. Document holder is correctly positioned below screen
6 & 7. Keyboard is at correct height and distance
8. Wrists rest when not typing
9. Arms have level rest from chair
10. Chair supports upper back
11. Feet rest flat on floor or footstool