

## Sitting at Your Computer

Also See: Newsletters / [WCB, How to make your computer station fit you.](#) (PFD Version)

1. Maintain proper posture.
2. Pay careful attention to positioning of head, neck/spine, arms/wrists, hips/thighs and feet. Basically, ensure the small of your back is supported, your shoulders relaxed (not slumped, not elevated), and that there is no pressure under your thighs.
3. Alternate between different postures on a regular basis.
4. When keyboarding, use minimum force while striking the keys.
5. Keep a neutral position, where the forearms, wrists and hands are in a straight line.
6. Avoid awkward reaching for work tools such as telephone, mouse and reference materials.
7. Avoid resting elbows, forearms or wrists on hard surfaces or sharp edges.
8. Take frequent mini-breaks throughout the day to give muscles and joints a chance to rest and recover.
9. Alternate between work activities which use different muscle groups to avoid overuse.
10. Give eyes a break by closing them momentarily, gazing at a distant object and blinking frequently.
11. Proper exercises are a complement to a complete office ergonomics program.

**For more details, contact your local Computer Troubleshooter**