

## WORKING IN NEUTRAL

### ACHIEVING OPTIMAL POSTURE

#### Head:

- Straight ahead – not turned right or left
- Straight up – not tilted right or left
- Looking straight ahead – not looking up or down
- Ears over shoulders



#### Shoulders:

- Back in a normal position – not rounded
- Relaxed at a normal slope – not hunched up



#### Elbows:

- Close to body – not like wings
- Hanging next to body – not far in front

#### Wrists:

- Flat – bending neither up nor down
- Not resting on sharp or hard surfaces



#### Fingers:

Not striking keys or gripping writing utensils harder than necessary

#### Upper back:

- Back against chair – shoulders over hips
- Chest up – as with a full breath in

#### Lower back:

Normal lumbar curve – stable pelvis

#### Thighs:

Parallel with ground – 90 degrees from lower leg

#### Knees:

Bent at 90 degrees – not straight out

#### Feet:

Flat on floor with enough contact to push – when posture is otherwise neutral



### ADJUSTING YOUR OPTIMAL WORKSTATION

#### Computer Monitor or Text:

- Directly in front of body
- High enough to not look down
- Low enough to not look up
- Clear, sharp focus, no glare on monitor
- Enough light for paper documents



#### Phone:

On the side that you use it on.

#### Keyboard, mouse pad, writing paper, calculator, phone, other frequently used equipment:

- In swing space from elbows
- More used equipment closer than less used

#### Desk or work surface height:

At height of elbows when seated in proper posture

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### Chair arms:

- Out of the way
- Not keeping you from reaching the desk



### Keyboard and writing surface:

- Properly angled – keyboard flat, writing surface angled up
- No constricting jewelry or clothing!
- Keyboard in good working order

### Chair back:

- Lumbar support at iliac crest (belt line)
- Lower thoracic support (under scapulae)



### Chair bottom:

- At height of knees when feet are flat
- Flat – not tilted



### Floor or foot rest:

- At height that allows feet to be firmly (with noticeable weight) on floor
- With sufficient friction to push with feet

Keenan's Loss Control services promote safety awareness, and assist in the identification of conditions which may pose a risk of injury. We do not suggest that following our recommendations will eliminate all risk of injury or will result in improved loss experience.