



Work Posture

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When setting up your work station consider the following:

Chairs

- Should be adjustable in height and preferably have a back that tilts.
- A five leg support base is more stable than a four leg base.
- The seat depth should allow a space at the back of the knee when sitting fully back in the chair.
- A back rest support (i.e. Obus forme, McKenzie lumbar roll, Back Buddy, etc.) can be used to adapt an existing chair's lumbar support or to fill in a chair that is too deep.
- The height of the chair should allow a 110 degree angle of the hips. (knees 20 degrees lower than hips).
- Spend time adjusting that new chair when you get it. It is well worth it!

Visual

- The distance to the computer screen will affect your posture. To find the correct distance take fine grid graph paper and move it until you have the sharpest focus. This should be the distance from your eyes to the screen when sitting properly. A variation of greater than 4" will result in an alteration in posture. Change is easily accomplished through a moveable screen attachment.
- If you wear glasses (particularly bifocals) your eye specialist can assist you in determining your focal distance. The screen should be directly in front of you unless you are typing from copy.
- The correct height of the monitor is a slight downward angle from the eye level to the centre of the screen.
- An extendible arm that can be pulled in front of the screen for easy typing is an inexpensive modification that prevents you from twisting unnecessarily.
- Lighting should be assessed both for dimness and glare.

Arms

- Arm positioning is important to prevent repetitive strain injury. The forearms should be level with the elbow. The wrist should be in a straight line with the forearms.

- If you tend to drop your wrist try a rolled hand towel at the edge of the keyboard.

Telephone

- Telephone "Neck" is a common problem. While on hold or when writing we often cradle the phone to perform another task. This is a leading cause of work related neck pain and headaches. If you catch yourself cradling the phone between your shoulder and your ear you must break the habit.
- In a quiet environment the speaker phone is useful.
- A head set is a more expensive, but useful option. While on hold it allows you to stay productive and save your neck.
- Finally the use of a non-slip writing surface allows you to write with one hand and continue to hold the phone with the other.

Temperature

- A cold environment is particularly difficult on repetitive strain injuries. Too warm can cause swelling. A controlled temperature is ideal.