

HEAD AND NECK:

- Head is upright and in-line with the torso, not bent down or back
- Head and neck are facing forward, not twisted

SHOULDERS AND ARMS:

- Shoulders are relaxed, resting comfortably at the side of the body
- Elbows are close to the body, bent between 90 and 120 degrees, allowing forearms to rest parallel to the floor

WRISTS:

- Wrists are straight and parallel to the floor
- Wrists do not rest on sharp or hard edges
- Palm rest is soft but firm and matches the front edge of the keyboard in width, height, slope and contour

BACK AND LEGS:

- Back is fully supported with appropriate lumbar support when sitting vertically or leaning back slightly
- Thighs and hips are supported by a well-padded seat and are parallel to the floor
- Knees are positioned at about the same height as the hips

FEET:

- Feet are positioned slightly forward from the knees
- Feet rest flat on the floor or are supported by a footrest

ARTICULATING ARMS WITH KEYBOARD PLATFORMS:

- Recommended to provide the proper height adjustment to fit specific user needs
- Stable and large enough to hold both the keyboard and the mouse on the same plane
- Keyboards without built-in palm rests are preferable
- Separate palm rests are recommended

WORKSTATION AND OPERATION:

- Adjustment range of 22" to 28" from the floor is recommended for a sitting position
- Occasional changes in posture are recommended, including:
 - Small adjustments to chair or backrest
 - Fingers, hands, arms and torso are stretched often
 - Legs are stretched by walking periodically

Source: OSHA – U.S. Department of Labor, Occupational
Safety & Health Administration, 2011.