BCIT™

Check Your Posture

Eye level matches top of monitor

Monitor at arm's length from eyes

Move your whole arm to move the mouse, instead of just moving your wrist

Wrists straight/neutral and NOT resting on palm rest or desk while typing nor using the mouse

Shoulders low and back

Forearms parallel to floor or angled slightly down. Elbow close to body

Keyboard is flat (not using keyboard feet) and on the same level with mouse

Lower back is supported

Feet are fully supported

Thighs parallel to floor or angled slightly down (90 – 110 degrees)

Two to three fingers space between knees and front edge of seat
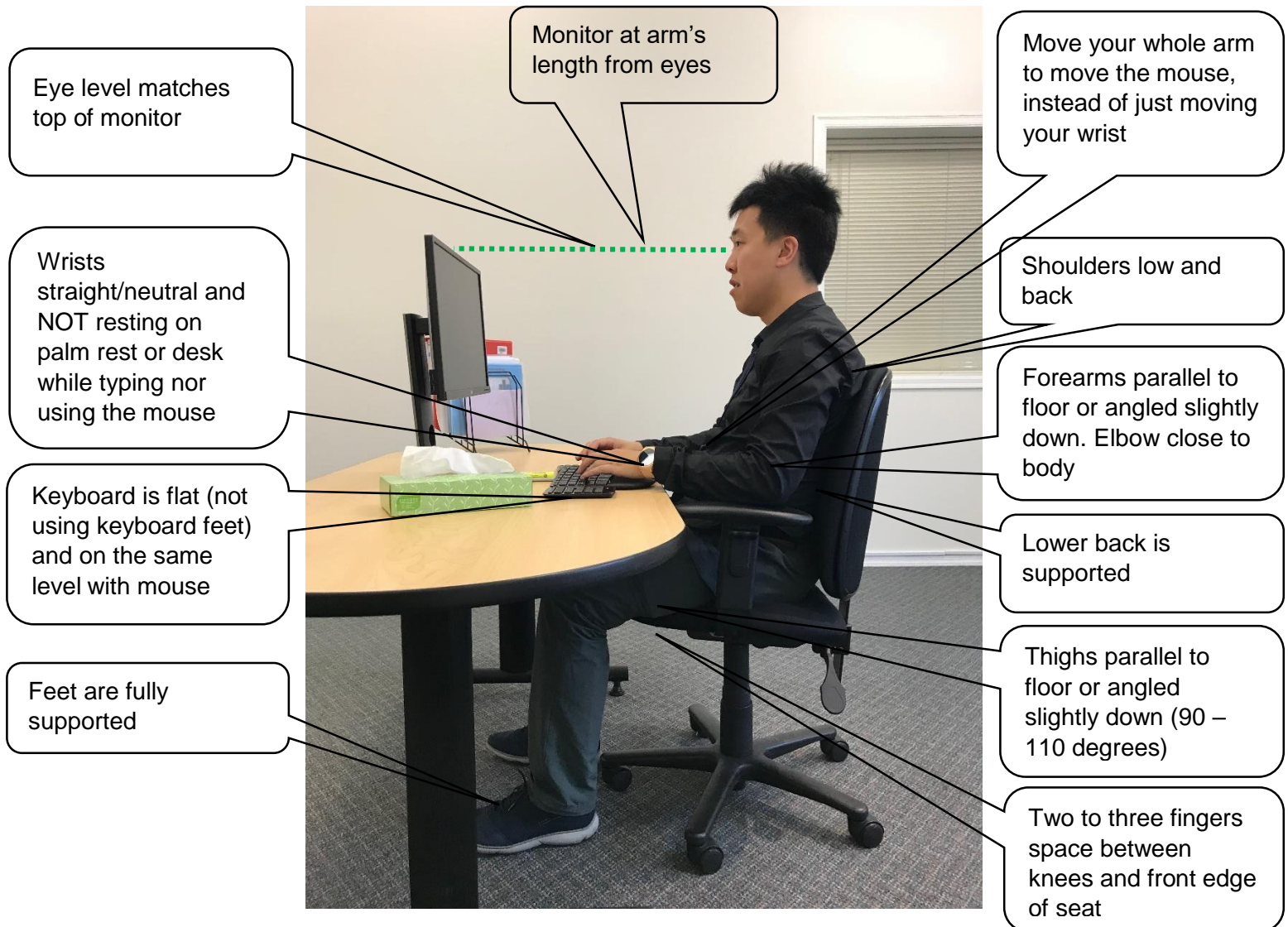
Other Tips

- o Take your hand off your mouse when you are not using it.
- o Take regular breaks from the computer.
  - ▪ Work on other tasks.
  - ▪ Stand up and walk around your office.
- o Use the mouse with your non-dominant hand to give your dominant hand some rest.
- o Relax your hand when using the mouse. Do not hold it too tightly.
- o If you have dual monitors, position your main monitor so it is straight in front of you and in line with your keyboard and chair. Position your second monitor right next to the main monitor. If you use both monitors equally, place them side by side and adjust your body, keyboard, and mouse so your body and neck are straight.
- o If you are referring to paper documents while working on the computer, position the documents in front of you using a document holder to reduce neck twisting.
- o Workstation storage areas include overhead cupboards, bookshelves, filing cabinets, and desk drawers. Use storage areas for items that you use very infrequently — not for items that you use regularly.

Work Zones

Keep less frequently used items further away

Keep frequently used items close

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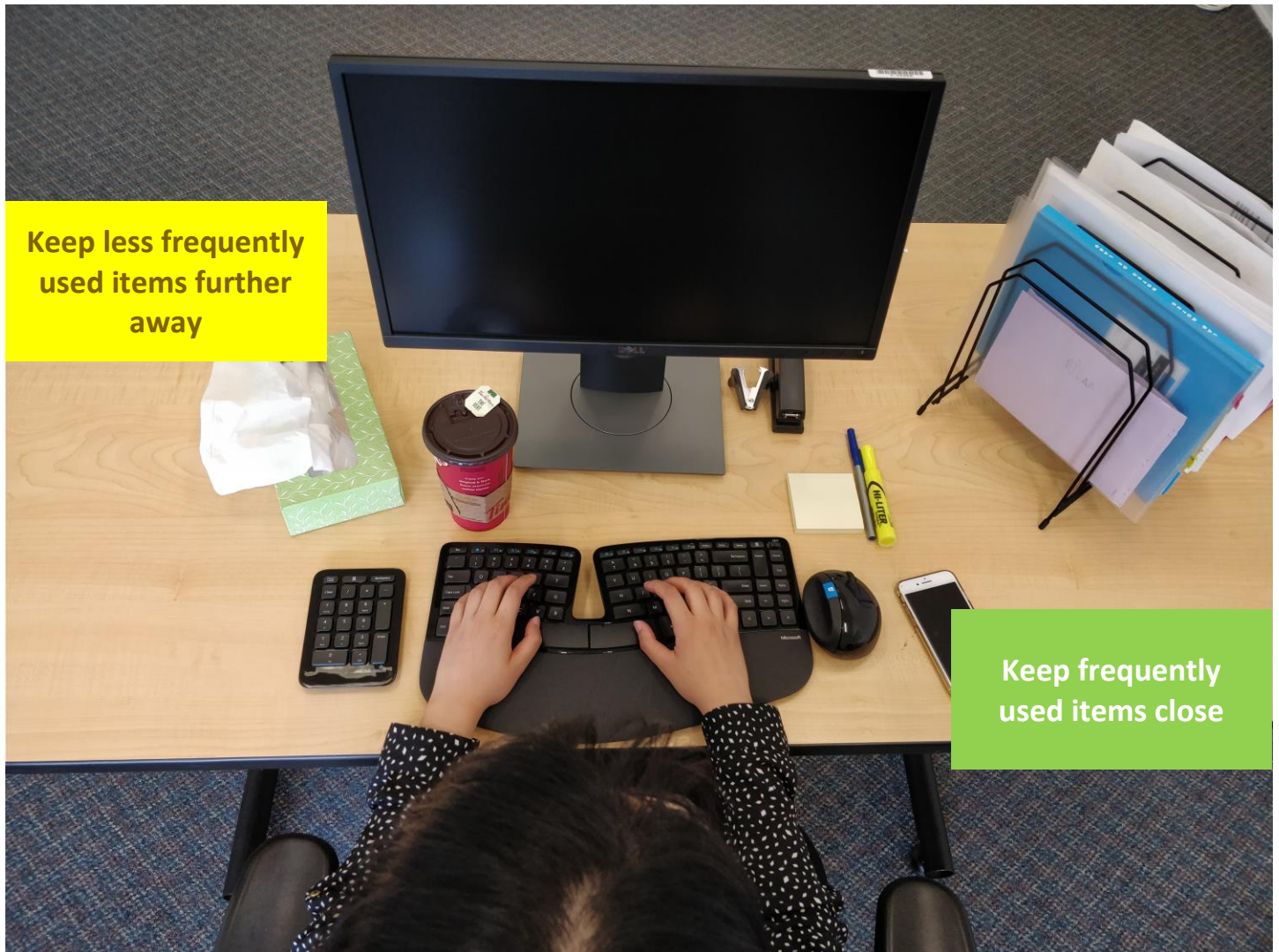
What's wrong with these pictures?
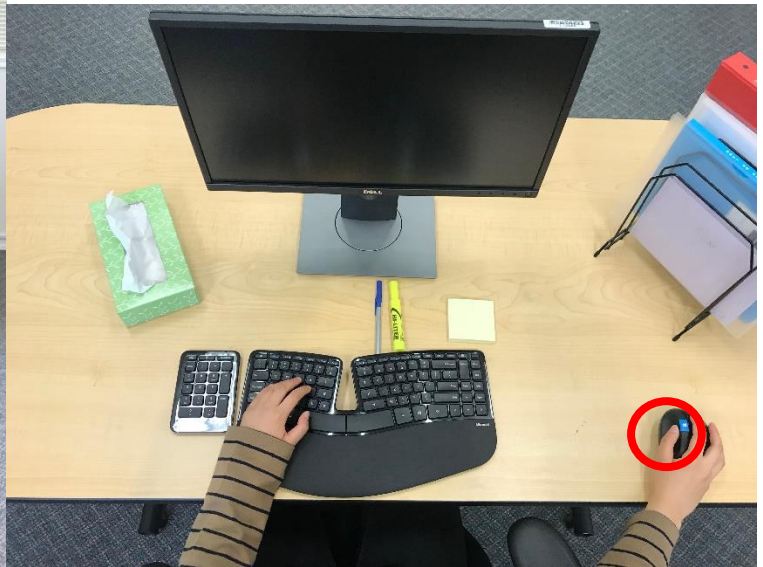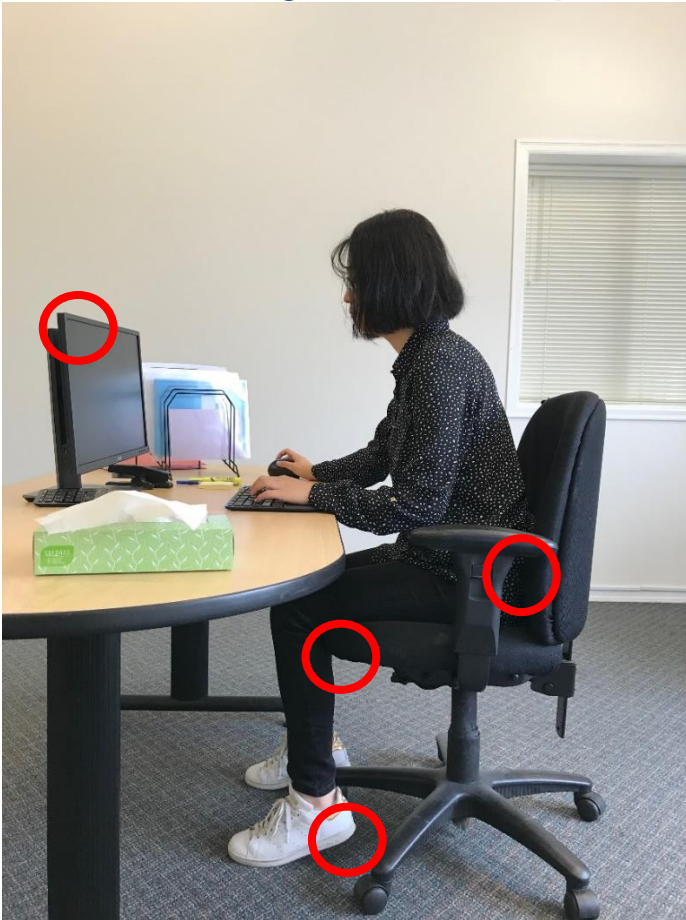
Issue	Solution
Monitor is too low	Adjust the monitor to eye level
Reaching out to use the mouse	Keep the mouse and keyboard as close as possible
Seat pan is too high	Adjust the seat pan so thighs are parallel to floor or angled slightly down
Lumbar support is not supporting the lower back	Adjust the back rest so the curve of the chair supports the curve of the lower back
No space between the back of the legs and the seat	Adjust the seat depth
The chair is too high requiring legs to be dangling	Use a footrest
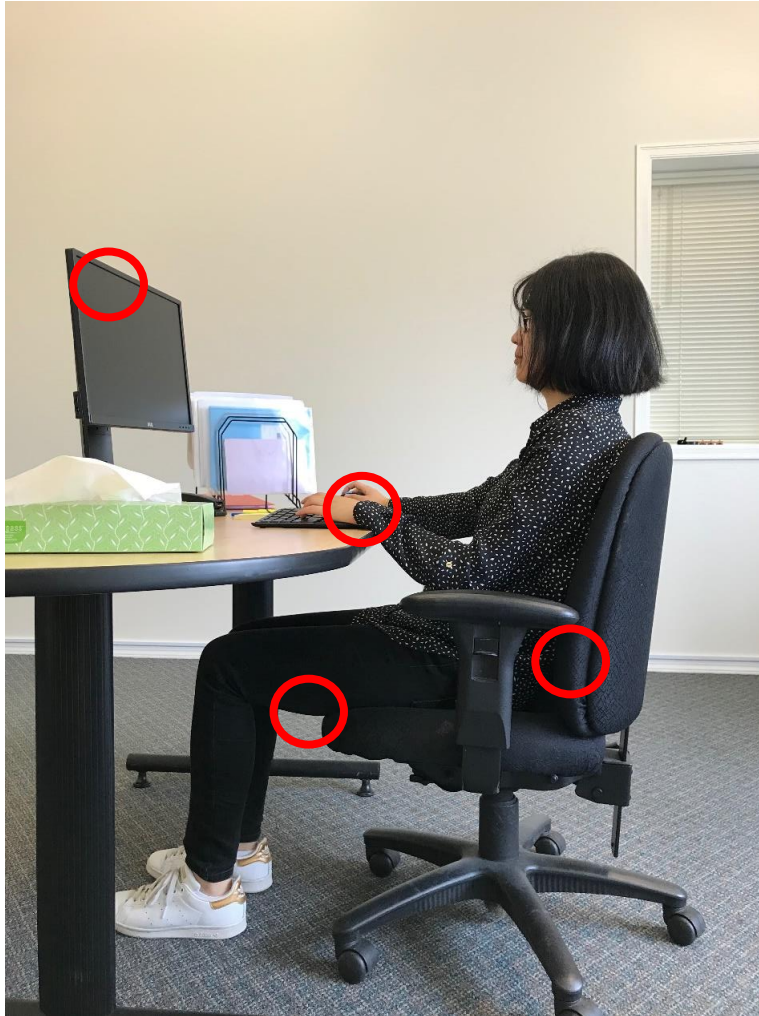
Issue	Solution
Monitor is too high and too far away	Adjust the monitor to eye level and bring it to "arm's length" distance
Wrist is bent	Increase the chair height so that the wrist is straight or install a keyboard tray
Seat pan is too low	Adjust the height of the seat so thighs are parallel to floor or angled slightly down
Too much space between the back of the legs and the edge of the seat	Adjust the seat depth so that there is a two to three finger space between the back of the legs and the edge of the seat
Backrest is too low	Increase the height of the backrest to support the lower back