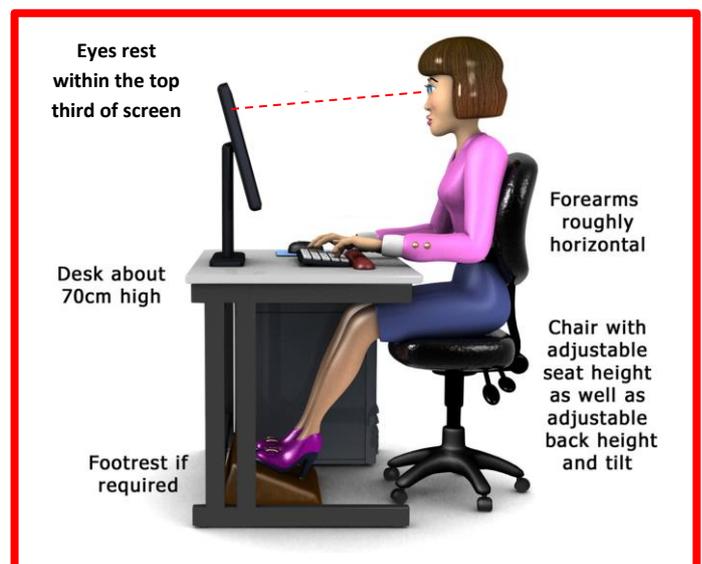


# Do you know how to adjust your office chair and set up your workstation?



## Points to remember:

- ❖ Your chair height is the most important factor to feeling comfortable at your workstation. You must ensure your elbows are parallel with the top of the desk and at right angles to the floor.
- ❖ Always support your feet if you are unable to rest them flat on the floor.
- ❖ Ensure your natural eye-line rests within the top third of the screen.
- ❖ Keep the things you use all of the time e.g. keyboard, mouse and telephone close to you, to avoid overstretching.



For further advice contact the Health and Safety Team:

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