

## Move for Health

Moving around is good for body and brain.

1. Interrupt sitting frequently with natural work and standing breaks.
2. Take a walk at lunchtime....encourage others!
3. Consider standing or walking meetings.
4. Use the stairs instead of the lift for one or two floors, one flight is better than none.
5. Visit a colleague rather than sending an email.



*Remember, with Chartered  
Physiotherapists  
you're in safe hands!*



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## Working Well in the Office



Is the office fit for you?  
Are you fit for the office?  
A Guide to Healthy Computing



## Guidance for Healthy Computing

Most of us are using computers as part of our work... Here are some tips on adjustments to make at your workstation and to your body position, no matter what type of screen you are using.



### Computer Workstation

1. Adjust the chair height so that your hands can move easily across the keyboard.



Shoulders relaxed and elbows at a right angle when your hands are on the keyboard.

2. Use a footrest if your feet are not comfortably on the floor.



Feet supported on the ground or on a footrest.

3. Adjust backrest height and tilt for comfort. Keep your back in contact with the backrest.



Back fully supported by the backrest on the chair.

4. Have your chair as close as possible to your desk. Lower or remove the armrests if they prevent you getting close to the desk.



Avoid leaning forwards away from the backrest.

5. Place the keyboard directly in front of you, and have the mouse close to the keyboard.



Upper arms relaxed and by your side with elbows at a right angle. Wrists in line with your forearms when the hands are on the keyboard.

6. Place the monitor at approximately fingertip distance when your arm is stretched out in front of you.



Look straight ahead with your upper body facing forward.

7. Adjust the monitor height so your eyes are level with the top section of the screen.



Head upright and forward facing so that you can see the screen clearly.

8. Keep the area under your desk clear.



Legs are free to move and stretch under the desk.

9. Use the standing option on your desk, if available, from time to time during the day.



Body position can be changed often by swapping sitting with standing at the desk or moving away from the desk.

## Key Points

- Adjust furniture and equipment for comfortable computing
- Sit supported with muscles relaxed
- Interrupt sitting frequently
- Include movement in your working day

## Using Laptops or other screens at work

When using a laptop at your desk use the monitor as the main screen, rather than the laptop screen, and use an external keyboard and mouse.

Limit the time spent with head in a forward bent position when using small screens e.g. phone, iPad, tablet.

