**Ideal Workstation Postures**

* Sit with your back slightly reclined and against the backrest. The backrest tension should **not** be set to "rock" back like a rocking chair while working on a computer. Most chairs either have a latch or a tensioning knob to stop this. Typically you must turn the knob clockwise to tighten the chair back tension.

* Thighs should be flat or parallel to the floor.
* There should be a slight space between the back of the calves and the front edge of the seat cushion.
* Feet should be flat on the floor or some type of footrest.
* Forearms should be flat or parallel to floor.
* If your chair has arms, only the weight of your arms should rest on them. In other words, do not "lean" on your chair arms. If the chair arms are adjustable make sure they are set so that you do not have to raise your shoulders to place your arms on the pads.
* Wrists should be flat.
* Upper arms should be hanging at your side (not reaching forward or out to the side, to rest on chair arms for example).
* Your head should be upright and looking mostly straight ahead.

For additional information on postures, work habits, etc. see the EHS Ergonomics webpage at: <http://www.ehs.psu.edu>.

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