



**Awkward posture
can lead to pain
and discomfort.**

Plan your work to allow for regular breaks or changes in your activity (5 in 60).

If you suffer discomfort at your workstation, seek advice from the occupational health advisor as soon as possible.

Adjust your chair so that your lower back is supported and comfortable.

When adjusted place your hands on the keys and ensure your wrist to your elbow is parallel with the floor.

Use the full seat pan of the chair.

Ensure the lighting at your workstation is adequate and free from glare.

Get your eyesight tested regularly.

Your monitor should be arms length away from you and if possible located directly in front of you.

Keep your work area free from clutter and trip hazards.