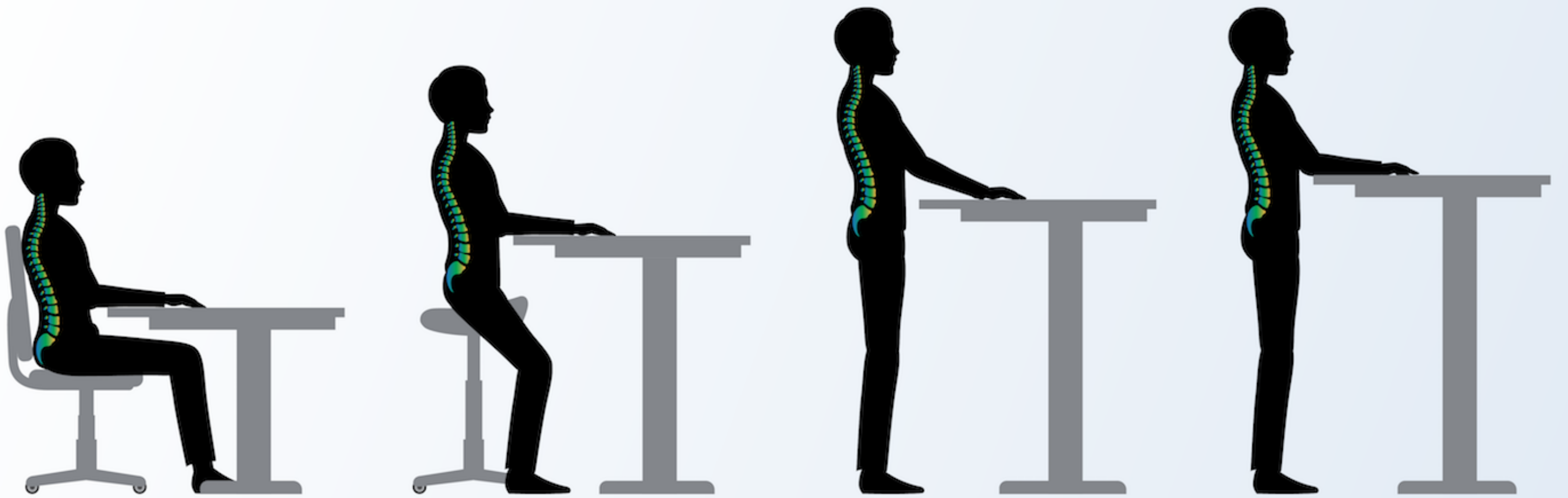


# ERGONOMICS

## FACT SHEET FOR SIT/STAND



### Tips to get you comfortable 101

**Step 1:** Adjust seat height so that your thighs are nearly parallel to the floor and feet are planted comfortably on the ground.

**Step 2:** If your chair has an adjustable seat depth feature, then adjust this so that you have about a 2-3 finger clearance between the front of the chair and behind of the knees.

**Step 3:** If the backrest can be adjusted, then typically the lower arch of the chair should align with the lumbar (small of your own back).

**Step 4:** Try to keep the recline angle open and adjust the tension of the backrest so that its neither stiff nor too free-flowing.

**Step 5:** Armrest height should not exceed your seated elbow height.

**Step 6:** Lower the desk so that when your shoulders are relaxed, your forearms should be parallel to the desk. The same applies to standing height.

**Step 7:** Keep monitor at about an arms length from seated position.

**Step 8:** Keep monitor height so that your eyeline meets the top two thirds of the monitor.

**Step 9:** Remember to standup for up to 15 minutes every hour.

**Keep your spine nourished & healthy by remembering to shift positions & take micro breaks throughout the day!**