



Artistic ADVANTAGE

PERSONALIZED HAND THERAPY | PERFORMING ARTS MEDICINE

Workstation Guidelines



Adjust the Chair

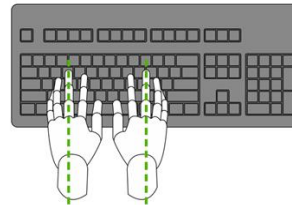
- Become familiar with the adjustable features on your chair.
- Adjust chairs systematically to address individual needs...
 - Thighs parallel or slightly sloped to the floor
 - Back support: horizontal in lower curve or vertical to upper back
 - Feet resting on floor or footrest. Avoid wrapping around the base of the chair
- Ensure there is at least 1–2-inch gap between the front edge of the seat pan and back of the legs to minimize pressure points

Keyboard Placement and Mouse Positioning

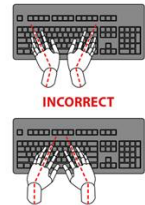
- Place keyboard just below elbow height with arms at a 90-degree angle or slightly lower
- Wrist and elbow are close to the same height. Elbow is best about a fist width from the side of the body
- Hands in-line with the forearm, palm over the space bar to float across the keys
- Mouse/pointing device positioned next to/near the keyboard, either right or left side of the keyboard, with a bend in the elbow allowing the shoulder optimal position to help power the movement of the mouse. Avoid anchoring on the table, compressing the wrist.

Monitor Height, Position, Lighting, and Glare

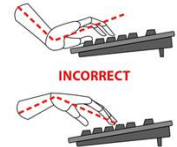
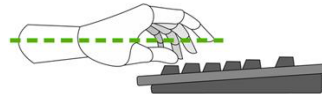
- Monitor screen is a comfortable distance from the body (approximately arm's length)
- Top portion of the screen you view is just below eye level
- Ideally, monitor is at a right angle to light sources, such as windows or lamps



CORRECT



INCORRECT



INCORRECT



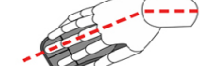
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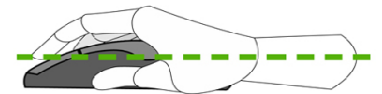
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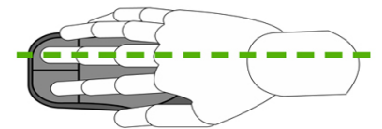
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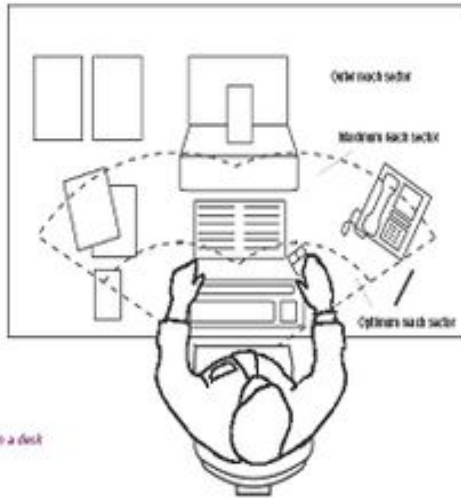
INCORRECT



CORRECT



CORRECT



Comfort Zone, Headsets, Reaches, & Accessories

- Avoid full arm extension or frequent reaching
- Wear a headset, if applicable
- Accessories/material: placement within 16 inches of the body within a 90-degree arc of your body center.

Postures and Changing Positions Frequently

- Avoid prolonged sitting greater than 50 minutes. ~Stretch~
- Alternate job duties to give muscles a brief rest to recuperate
- Stand up during phone conversations
- Plan micro breaks every 20 minutes