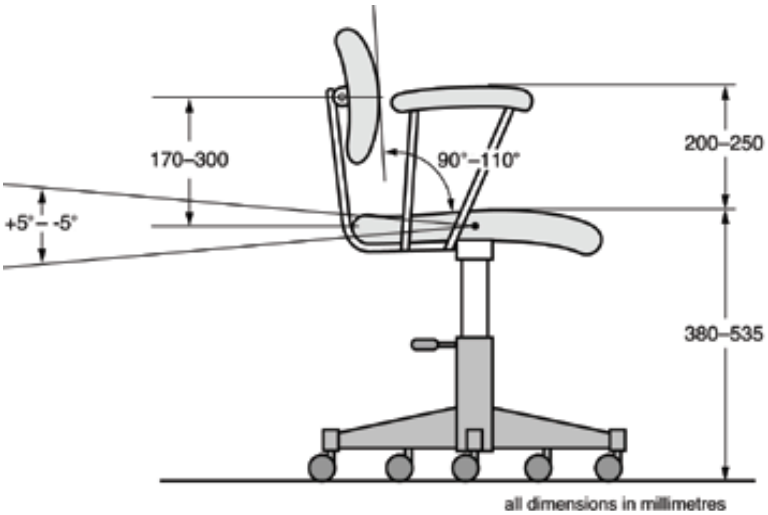
Physiotherapy Department

How to sit safely at work

Your work chair

- Ensure that your chair is comfortable and suitable for use.
- Adjustable so that you can work at or below elbow height to prevent tiredness from constant raising of the forearm.
- Forearms should be approximately horizontal.
- The backrest needs to give firm support to the lower and the middle part of the back and be adjustable to suit your size and shape.
- Arm rests if present should be set back from the front edge of the seat or adjustable to allow the chair to be drawn up close to the work surface.
- If you cannot place your feet flat and comfortably on the ground you should use a footrest.

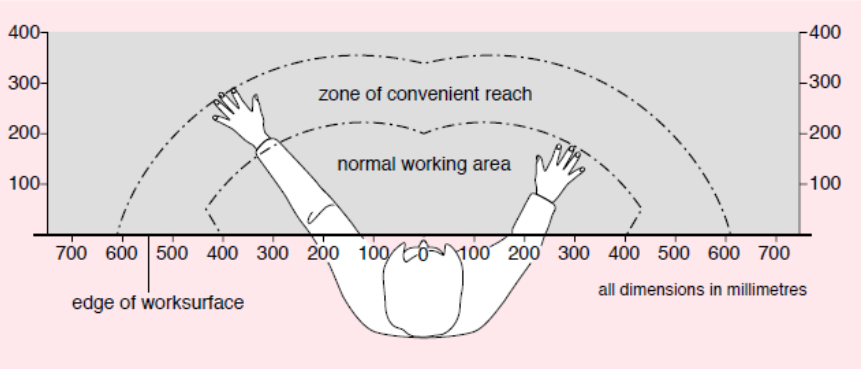


Recommended chair dimensions

compassionate care

Your work station

- Make sure there is enough work space to accommodate all documents or other equipment. A document holder may help avoid awkward neck and eye movements.
- There should be enough space to place equipment such as the computer screen at the appropriate distance whilst still allowing room for using your hands.
- Work and equipment that is used frequently should be placed within easy reach to prevent awkward stretching or twisting.
- Arrange the desk and screen to avoid glare or bright reflections.
- Make sure there is space under the desk to move your legs.



Reach in the horizontal plane. (The distance shown can be reached by 95% of women)

Using a keyboard and mouse

- A space between you and the keyboard can help you rest your hands and wrists when not typing.
- Try to keep your wrists straight when typing (not excessively bent up, down or sideways).
- Good keyboard technique is important – you can do this by keeping a soft touch on the keys and not overstretching the fingers.
- Place your mouse within easy reach so it can be used with a straight wrist.
- Sit upright and close to the desk to reduce working with the mouse arm stretched.
- Move the keyboard out of the way if it is not being used.
- Support the forearm on the desk and don't grip the mouse too tightly.
- Rest fingers lightly on the keys and do not press them hard.

Portable computers

- Whenever possible use a docking station or firm surface and a full-sized keyboard and mouse.
- Position the computer at the correct height and angle the screen so that you are sitting comfortably and reflection is minimised (raiser blocks can be used to help with screen height).
- You may need to change position more regularly if you cannot minimise the risks of prolonged use and awkward postures to suitable levels.

Staying comfortable

Apart from the above advice:

- Stretch and change your position regularly
- Look into the distance from time to time and blink often
- Take short frequent breaks rather than longer infrequent ones
- Change work activities regularly to prevent fatigue

Physiotherapy Department
Huddersfield Royal Infirmary
Telephone: 01484 342434
Booking Office: 01484 905380

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Physiotherapy Department
Huddersfield Royal Infirmary
Telephone: 01484 342434

www.cht.nhs.uk

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Jeżeli są Państwo zainteresowani otrzymaniem tych informacji w innym formacie lub wersji językowej, prosimy skontaktować się z nami, korzystając z ww. danych kontaktowych

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اگر آپ کو یہ معلومات کسی اور فارمیٹ یا زبان میں درکار ہوں، تو برائے مہربانی مندرجہ بالا شعبے میں ہم سے رابطہ کریں.

"إذا احتجت الحصول على هذه المعلومة بشكل مغاير أو مترجمة إلى لغة مختلفة فيرجى منك الاتصال بالقسم المذكور أعلاه"