



HOW WE HELP YOUR SITTING ON THE JOB

YOUR WORK SPACE.

Go and look at your work space as if it is your first day there and ask yourself – ‘*Is this made for me with my body size and duties or for someone else?*’.

YOUR CHAIR.

1. If others use it too you must adjust it each time you use it and ask – ‘*Does it adjust for my length, size and spinal contour?*’
2. It must **NOT** have a thick, soft or overstuffed ‘seat pan’. If you sink more than 1” into the cushion it is not for you.
3. It is no good if your spine is 90° to your thighs and no good if your thighs are 90° to your legs as in a ‘traditional chair’.
4. It must be ‘adjustable’.
 - (a) Contoured back rest position (goes up-down, forward-back) where the 2 curves meet at the ‘S’ bend.
 - (b) The seat ‘pan’ tilts forward up to 15° for reading and writing and for computer terminal and keyboard work.
5. It must be of a height to allow your feet to be flat on the floor. If this is not possible because the desk / work station is too high, then you require a foot rest with a 15° tilt to your capability.
6. If you lean to either side in your duties, or if you work other than only with your body facing forwards, then your chair needs to swivel or rotate.

YOUR WORK SURFACE.

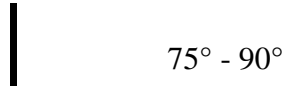
Desk height:

1. The closer in distance that your hands and eyes must work (typists) the higher the desk should be. Therefore, an adjustable desk height is best.
2. If you primarily read or draw, a table that can angle towards you is preferable.

3. If you work primarily as a typist, your forearms should be less than 75° to your arms.



4. If you work primarily at a computer terminal or keyboard, your forearms should be between $75^\circ - 90^\circ$ to your arms.



5. If you work primarily on the telephone, calculator or write, your elbows and / or your forearms should rest on the work surface.
6. Whatever your work, your wrists should be in line with your forearms in a neutral position.
7. View your work station as a pilot's cockpit, everything at easy arm's length with those items you use most, closest to you.

COMPUTERISED WORK STATIONS.

1. No exact eye to screen distances but between 14" – 30" is about right. You should be able to see all characters without the head / neck having to move forwards or backwards (moving the eyes only).
2. The screen center should be at the same level as the chin.
3. The screen should be tilted towards you.
4. If your duties are primarily that you key information onto the screen and write less, put the screen and the keyboard in front keeping writing to your writing side.
5. If your duties are primarily that you read off the screen to write and occasionally key information in, then put the screen and writing in front with your keyboard to the side.

TYPISTS.

1. Put the keyboard in front with the source document held on a stand directly above the keyboard.
2. If you do not have a stand, place the source document closely to one side and change side regularly throughout the day.

We Care About You.

Please give this to a friend or colleague
if you think Chiropractic may help them.

Have them call us on 01276 21637

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