

# Tips to a SAFE & HEALTHY WORKSTATION

**KEEP YOUR SPINE  
PROPERLY ALIGNED!**

LA COSTA



CHIROPRACTIC

## **Keyboard Skills Training:**

\* Keyboard users should be trained to use all ten fingers to avoid looking down at your fingers

## **Taking Breaks:**

\* Check your posture every 15 to 30 minutes making sure:

- Head is above your shoulders
- Shoulders are back, down and relaxed
- Low back is arched slightly forward
- Legs are uncrossed or crossed at ankles

\* Rest your eyes away from the display screen

\* Walk around, drink water, take deep breaths and stretch

## **Display Screen:**

\* Positioned at eye-level

\* Clean, stable image, with adjustable contrast and brightness

\* Able to tilt and swivel and free of reflective glare

## **Keyboard:**

\* Should be at a level that creates a 90 degree angle or a little greater at your elbows

\* Should be tiltable and separates from the screen

\* Space in front sufficient to provide support for hands and arms

\* Key symbols must be clear and keys well spaced

## **Work Desk/Surface:**

\* Sufficiently large to allow flexible arrangement of screen, keyboard, documents and related equipment

## **Work Chair:**

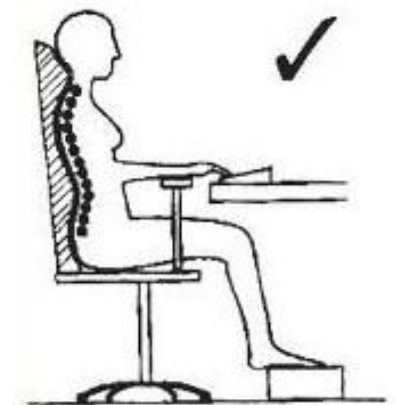
\* Stable and must allow freedom of movement such as swiveling to turn your whole body instead of just turning your head, and rollers to move back and forth

\* Seat height and back must be adjustable to support the arch in your low back and your mid back

## **Feet and Hands:**

\* Foot rests should be used to create an angle a little greater than 90 degrees

\* Wrists should be held up, not leaning on the desk



6986 El Camino Real, Ste F.  
Carlsbad, CA 92009  
760-438-9548

[www.lacostachiropractic.com](http://www.lacostachiropractic.com)

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