

Seated work

Hazards: ergonomic

Body Posture is important while seated. Poor arrangement of the workstation encourages an awkward body position. A poor body position or posture can hinder breathing and blood circulation and contribute to injuries affecting people's ability to move.

The following recommendations outline how to maintain a neutral body position while sitting:

- Soles of the feet making an angle of 90° with the lower legs.
- Thighs approximately in a horizontal position and lower legs vertical with feet resting on the floor or on a foot rest.
- Erect or upright spine.
- No twisting of the upper torso.
- Shoulders are relaxed and upper arms hang normally at the side of the body.
- Elbows stay close to the body and are bent between 90° and 120°.
- Hands, wrists, and forearms are straight, in-line and roughly parallel to the floor.
- Head and neck is upright (not turned, tilted, flexed or extended). Generally it is in-line with the torso.
- Feet are fully supported by the floor, or a footrest may be used if the desk height is not adjustable.
- Back is fully supported with appropriate lumbar support when sitting vertical or leaning back slightly.
- Thighs and hips are supported by a well-padded seat and generally parallel to the floor.
- Knees are about the same height as the hips with the feet slightly forward.

Properly adjust your chair and desk:

- If your chair is too low:
 - It disrupts blood circulation in lower legs, causing swelling.
 - It puts pressure on internal organs.
 - It creates too much pressure on buttocks and causes discomfort.
- If your chair is too high:
 - It destabilizes your body causing tiredness.
 - It puts pressure on your thighs. This reduces the back flow of blood and can cause swelling in the legs, varicose veins, and swelling in the ankles.
 - It puts pressure on the sciatic nerve causing pain or discomfort.
 - It prevents proper use of the chair's lumbar support.
- If your desk or workbench is too high
 - It prevents use of proper lumbar support and can cause back injury.
 - It over-stretches spine and can cause back injury.
 - It forces the head to tilt forward and can cause neck injury.
 - It stresses shoulders and causes pain.
 - It tires the whole body.

Avoid:

- Tilting the head forward. This helps prevent neck injury.
- Sitting without lumbar support. This helps prevent back pain.
- Working with arms raised. This helps prevent neck and shoulder pain.
- Bending wrists. This helps prevent muscle cramps.
- Working with unsupported forearms. This helps prevent shoulder and back pain.
- Cramming thighs under a worktable. This reduces blood circulation.
- Sitting on a chair that has poor support. It can overturn and cause injuries.

Site specific requirements:

Employee participants:

Date:
