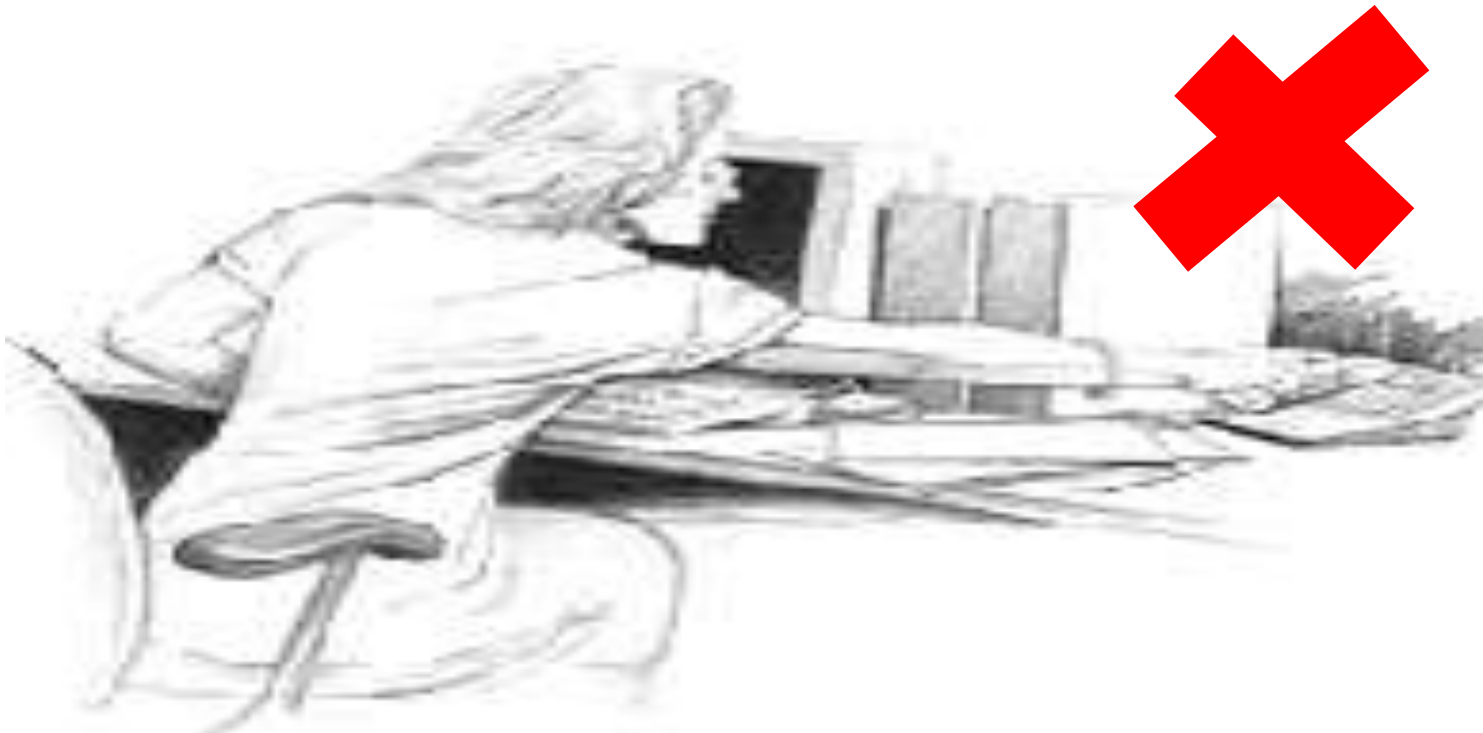


# 7. Workstation Layout

Revised December 18, 2013

- If you are experiencing any discomfort, be sure to also review the section on
  - Making Changes to Reduce Discomfort (see Main Menu)

**a) Items that I touch or look at frequently are positioned to minimize reaching, bending, and twisting.**



**i n v e n t**

# How visitors can affect neck posture

- Are you twisting your neck to interact with visitors?
  - Swivel your chair, instead of twisting your neck
  - Would moving your monitor or keyboard help?
  - Would having your desk in a different position help?
- Are you looking up?
  - This could be the case if you are sitting on a standard height chair and your visitors are standing
  - Encourage your visitors to sit if possible
  - Stand up to greet visitors (and remain standing if you don't have to use your computer or write)

# More neck stretches

- Are you constantly turning your head in the same direction?
  - Documents
  - Monitor
  - People
- Think opposite
- Side to side
- Up and down
- Comfortable range of motion



**b) I can move my legs freely without banging them on anything.**



c) The area under my desk is free of items that prevent me from sitting close to my desk.



# End of Section

- To proceed to the next section
- Click on the link below or press <Tab> then <Enter>

[Chair Safety](#)