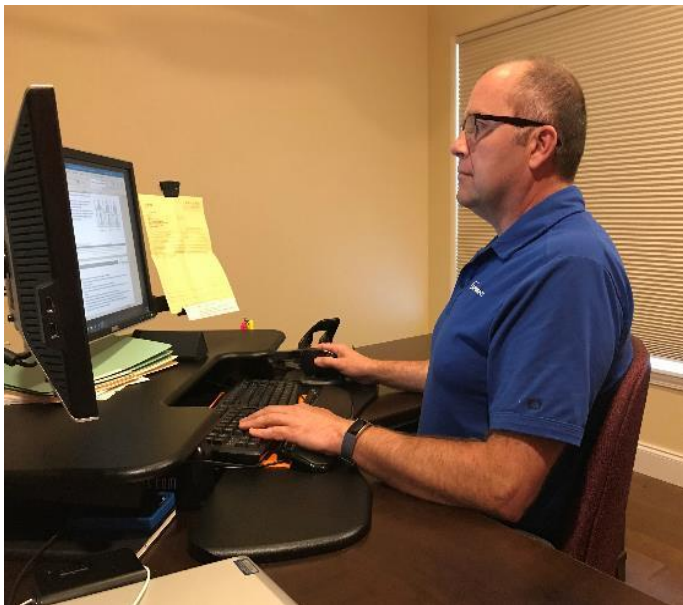


Sitting at work has been compared to smoking, in terms of how bad it is for your health. Whether you like the comparison or not, there's merit to getting out of the chair if you have a sedentary job. The body needs movement to get the heart pumping blood with refreshed oxygen to the working muscles and to help eliminate waste such as lactic acid. Even though we're sitting, our muscles are working hard to help us maintain that posture, and we can experience stiffness, aches, and pain. A sit-to-stand desk is one way to change positions, get the heart pumping, use different muscle groups, and not affect productivity.

### **In General**

- Keep moving – whether sitting or standing, change your posture. Take micro-breaks every 30-40 minutes. Stretch to move your muscles to get the blood flowing to working muscles. (see Ergo Tip LC1540-Office Stretches for details).
- Utilize a gradual transition to a standing workstation. Working in an unaccustomed standing position may initially feel uncomfortable. Start out standing 10-15 minutes at a time. As your body becomes used to standing, increase the amount of standing time.
- Variety is the key – changing from sitting to standing throughout the day provides the best benefits. After you've become accustomed to standing, try changing up your position every 60 to 90 minutes.
- Keep elbows close to the body.
- Never bend elbows more than 90 degrees with fingers lightly touching the keyboard. For a more relaxed posture, position the keyboard slightly lower than your elbows. Your keyboard should be relatively parallel to the floor. If your keyboard has feet at the back, they shouldn't be used.
- Some people find a slight negative tilt (front of keyboard higher than back of keyboard) is more comfortable as it allows your wrists to maintain a more natural position.
- Shoulders should remain relaxed, but not slouched or bent forward.
- Monitors should be about an arm's length away. You may have to position them a bit closer or farther away based on your vision.
- Your head/neck should be in a neutral position; you should never feel like you're bending your neck backward or forward to read the monitor. Adjust the height according to what's comfortable for your vision. For example, if you wear progressive lenses, it may be more comfortable to lower the monitors to be within the reading portion of your prescription.



***When sitting:***

- Feet should be flat on the floor or on a footrest.
- Knees should be level with, or slightly lower than, the hips.
- Your back should be supported at all times by the back of the chair. A slight reclined angle is beneficial to reduce forces acting upon the spine.



***When standing:***

- Keep your feet about shoulder's width apart.
- Knees should be relaxed, not locked.
- The back should be straight, and the shoulders relaxed, positioned over hips.
- You should wear flat, supportive footwear.
- Use a footrest to periodically shift weight from one leg to the other. This promotes a neutral spine.
- Ask for an anti-fatigue mat to cushion your stand.