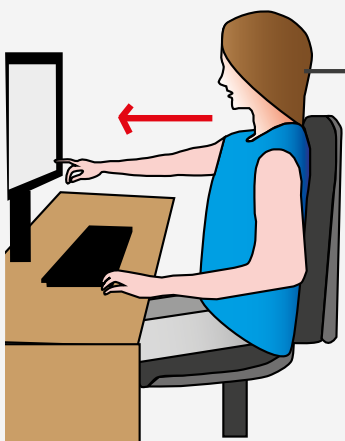


# HOW TO SET UP YOUR WORKSTATION

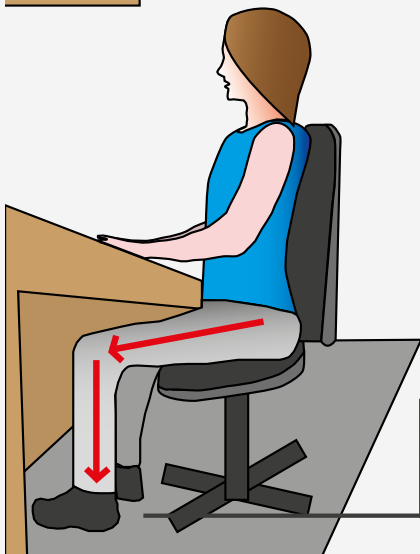
REDUCE THE RISK OF LONG TERM INJURY AT YOUR DESK



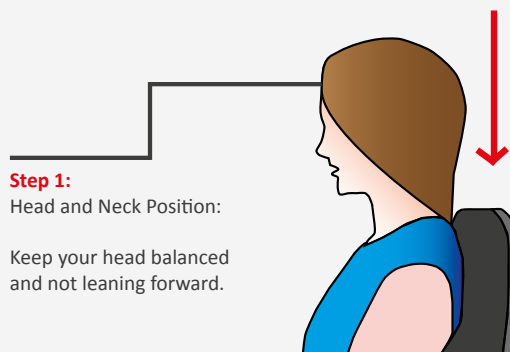
**Step 2:**  
Arms relaxed by your sides.



**Step 5:**  
Check that your screen is about an arm's length away for you.



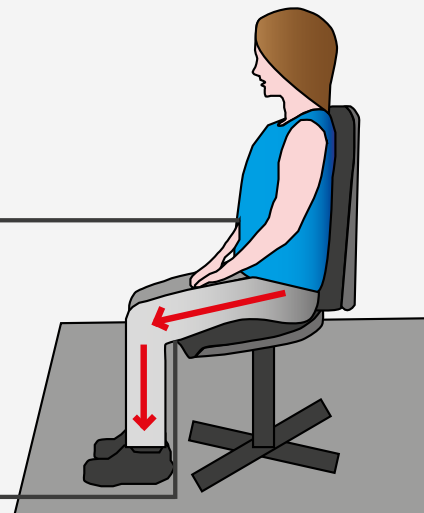
**Step 8:**  
Keep your feet flat on the floor or footrest



**Step 1:**  
Head and Neck Position:  
Keep your head balanced and not leaning forward.



**Step 4:**  
Sit back in your chair, ensuring good, full back support. Your eyes should be in line with the top of the screen.



**Step 6:**  
Foot position and seat tilted approximately 10 degrees below horizontal, so the knee is below the hip.

**Step 7:**  
Check that there is a space between your knee and chair.