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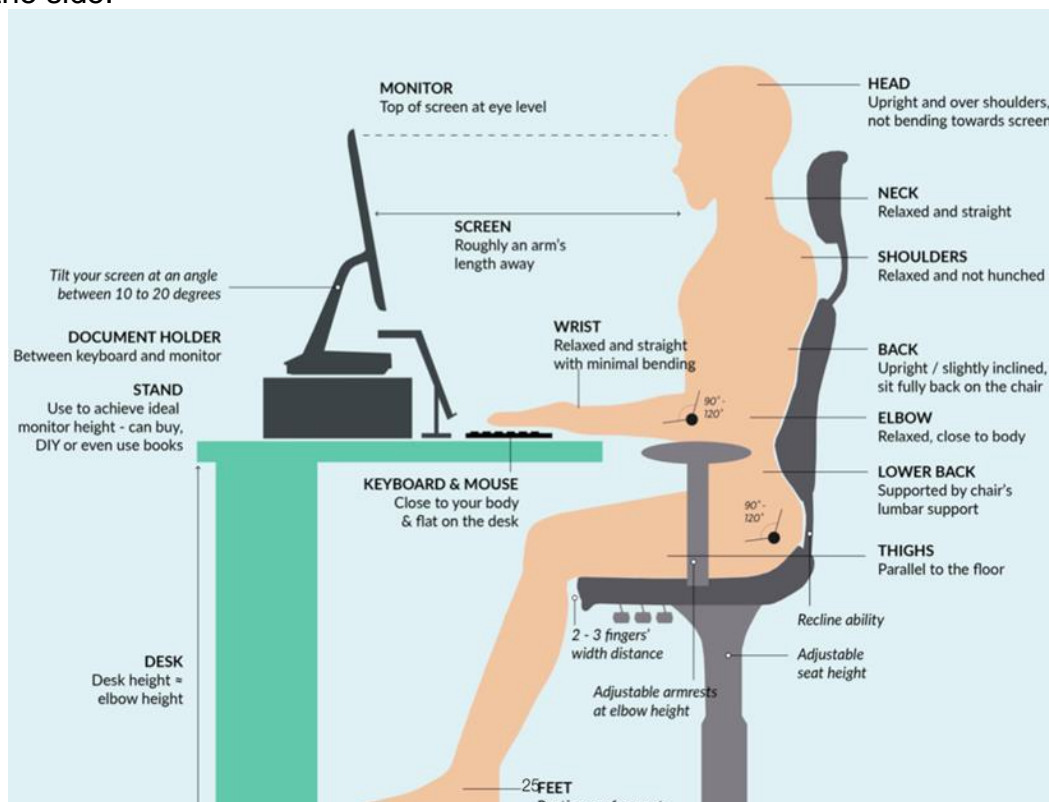
Adjustable Height Workstation Fact Sheet

Some research has shown that sitting for long periods of time causes biochemical changes that can lead to metabolic changes and risk of disease. This has led to an increase in standing workstations. However, the evidence that standing is better than sitting is very limited. Standing for long periods of time leads to reduced blood circulation and foot and back strain. It is recommended varying your position throughout the day to include standing, sitting and moving (walking, stretching). An adjustable height workstation can be used to provide neutral posture when sitting and will allow you to change position and stand for part of the work day.

Sitting Posture

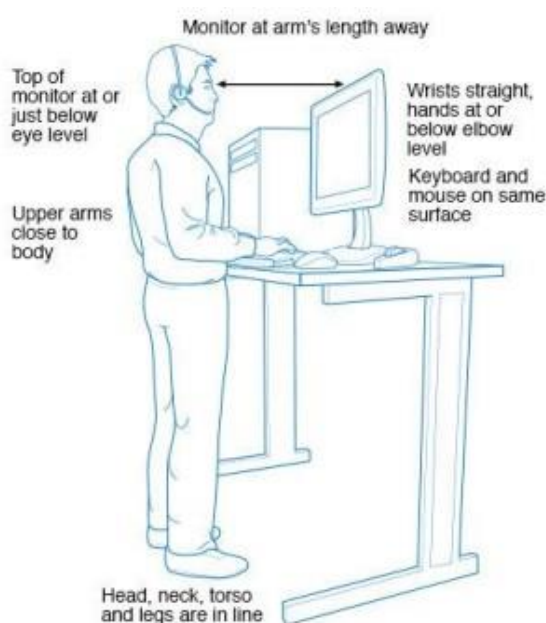
When sitting at the computer it is important to maintain a neutral posture which will limit fatigue and stress on the musculoskeletal system. The chair, keyboard and monitor should be aligned.

- The chair height should be set so that feet are flat on the floor and you are sitting back in the chair. Chairs can be tilted back slightly to use the lumbar support.
- The keyboard should be placed close to the edge of the desktop to limit reaching and slouching forward.
- The desk height should be set so that shoulders are relaxed and elbows are bent at approximately 90 degrees with straight wrists and hands are floating just above the keyboard.
- The top of the monitor should be at or slightly below eye level. If two monitors are used, place them in the center at a slight V.
- The mouse should be kept as close as possible to the keyboard to reduce reaching to the side.

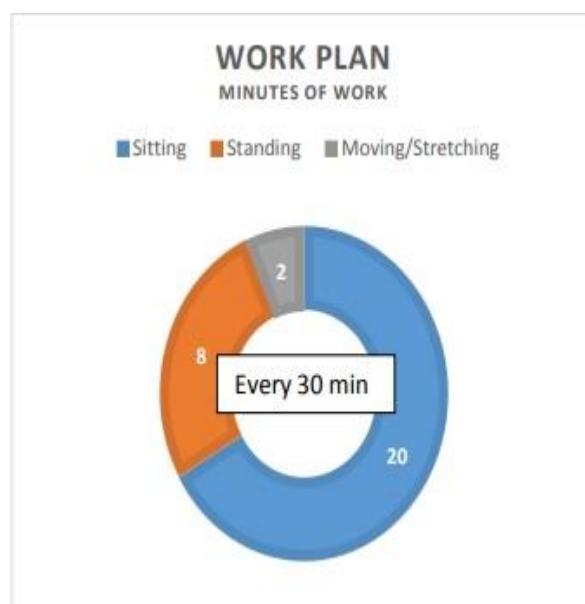


Standing Posture

When standing at a workstation it is important to keep the alignment of your body, keyboard and monitor. As with sitting, the table height should be adjusted so that shoulders are relaxed and elbows remain at approximately 90 degrees with straight wrists. The mouse should be as close as possible to the keyboard and the monitor should be set so eye level is at the top of the screen. The monitor height may need adjustment when changing from sitting to standing. *Working at a standing position is optional. If you get up and move throughout the day you will get enough changes in position to reduce health risks.*



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Sitting and Standing Time

It is important to change position during the day. Sitting uses less energy and we do not fatigue as quickly. Standing uses different muscle groups and can provide relief from sitting and burns more calories. It is recommended a work schedule should consist of 20 minutes of sitting (in neutral posture), 8 minutes of standing, and 2 minutes of movement during 30 minutes of work time. Over the day this averages to 5 hours of sitting, 2 hours of standing and 30 minutes of moving (walking, stretching).