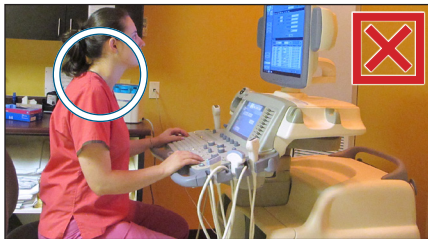


Adjusting Your Workstation and Equipment



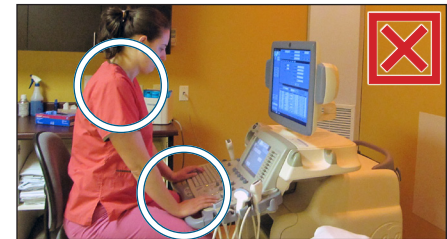
Adjust the Chair

- Ensure feet are not dangling, but rest firmly on the floor or a footrest with thighs parallel to the floor
- Alternate sitting and standing with weight over both feet when standing



Adjust the monitor and keyboard height

- Too high and the neck is extended and shoulders elevated
- Too low and the neck is flexed and wrists bent
- Bring the keyboard close to avoid reaching and bending the wrist
- Adjust the height of the bed to suit the task and for a neutral shoulder posture



Optimal Posture

- Shoulders relaxed
- Elbows at right angles and at your side
- Wrists straight
- Controls directly in front of left hand and arm
- Head upright and forward facing
- Back supported
- Feet on floor or footrest



Reduce strain and fatigue by

- Adjusting equipment to suit the task and patient
- Taking frequent breaks to move and stretch
- Varying the scanning side (right or left)
- Alternating sitting and standing