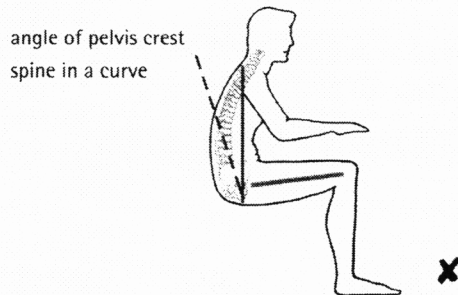


## what is sitting correctly...

The secret of sitting correctly is to encourage the spine to lengthen into its neutral 'balanced' position. The pelvis should tilt forwards allowing the spine to hold its natural 'S' shape. This means weight is evenly distributed across the intervertebral discs and there is a better balance in the supporting musculature.



### unhealthy

**Pelvis** Pelvis crest forced to lean back.

**Spinal column** Strained spinal column, with compression of the lumbar discs.

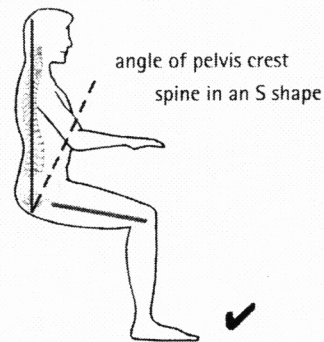
**Breathing** Restricted, only using upper part of chest.

**Lower abdomen** Compressed. Poor digestion.

**Circulation** Restricted.

**Movement** Limited.

**Muscles** Elongated in back, slack in abdomen. Imbalance can weaken lower back



### healthy

Pelvis crest rotated forwards

Extended spinal column, with even weight distribution on lumbar discs and balanced musculature.

Unrestricted, using diaphragm and upper part of chest.

Not compressed. Improved digestion.

Unrestricted.

Greater freedom of movement.

Less strain on back, abdomen toned. Balance maintained, lower back kept strong.

## how to sit correctly...

### The User

- sit well back into the chair to maintain support of spine/pelvis (do not perch on the front of the seat)
- tilt seat forwards to rotate top of pelvis so spine is in its natural 'S' shape
- adjust chair height so hip is slightly higher than knee
- sit in a balanced upright posture with head over the shoulders and in line with the buttocks (do not 'slouch')
- move chair close to desk to avoid stretching/leaning upper body forwards
- adjust position and height of chair to suit the task
- move, rock if possible. Muscle activity increases blood flow to reduce fatigue and stops strain due to static loading

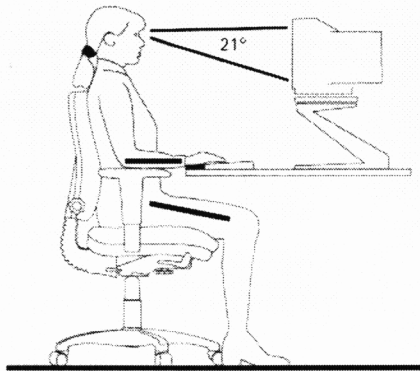
### The Chair

- should be fully adjustable with controls easy to reach from the sitting position
- back and seat depth must fit size/stature of user
- seat slide desirable for multiusers
- seat forward tilt (5°-15°)
- height adjusting arms variable in width
- back well defined lumbar/pelvic support. Adjustable lumbar support ideal for "correct" fit
- free float rocking action, preferably adjustable for body weight, angle between seat & back should remain constant whilst seat is tilted
- neckrest/headrest optional

The use of a forward tilting seat is not advisable for certain medical conditions, if there is any pain do not persist, use the seat in a level position or where comfortable. Initially vary posture regularly to allow muscle groups to adjust to the new position.

## how to sit correctly when working...

Whatever the task to maximise health benefits and avoid back pain, sit correctly. The chair should be comfortable throughout the day with controls easy to reach. Adjust seat and back frequently to suit the task and maintain full back support at all times. If present, use the forward tilt on the seat to create a balanced spinal position and rock often. The work station should suit the user with the height and position of equipment being correct for their stature and sufficient space available so they can perform all their tasks in a relaxed manner



the ideal posture for  
working with a computer

### Posture

Lengthen spine into its natural balanced position, keeping head held over the shoulders and in line with the buttocks.

### Chair

Tilt seat forwards or level according to comfort/medical requirement. Adjust seat height so hip joint is slightly higher than knee joint.

### Desk height

Middle row of the keyboard should be level with the elbow, (forearms parallel to the floor). If the desk is too low raise with desk feet, if too high use a foot stand and raise seat height. Place mouse in easy reach zone by keyboard.

### Screen

Should be at arms length and on eye level in front of the user (visual angle 0-21°). Position at 90° to any light source avoiding glare/reflections. Use copy holder so input data is within field of view.

### Telephone

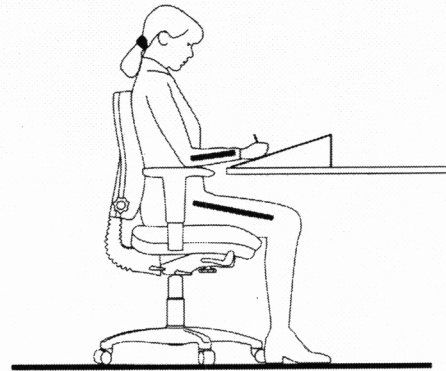
If used for more than 40% of the working day consider a headset to free hands for more efficient working.

### Space

Create sufficient room to work especially if multitasking. Place equipment on stands/arms if necessary.

### Movement

Prevent static loading. Rock, change position to reduce fatigue. Place one foot in front of the other, alternate position during the day. Take breaks and vary tasks.



the ideal posture for  
writing

### Posture

Lengthen spine into its natural balanced position, keeping head held over the shoulders and in line with the buttocks.

### Chair

Tilt seat forwards or level according to comfort/medical requirement. Adjust seat height so hip joint is slightly higher than knee joint.

### Desk height

Elbow should be just below the desk top. If the desk is too low raise with desk feet, if too high use a foot stand and raise seat height.

### Writing slope

Raise work using a slope. This reduces viewing distance, lessens eye strain and limits the body leaning forwards. Hold the head upright to maintain a balanced spinal posture. If taking notes from a book keep it within the field of view using a book attachment above the slope.

### Telephone

If used for more than 40% of the working day consider a headset to free hands for more efficient working.

### Space

Create sufficient room to work especially if multitasking. Place equipment on stands/arms if necessary.

### Movement

Prevent static loading. Rock, change position to reduce fatigue. Place one foot in front of the other, alternate position during the day. Take breaks and vary tasks.