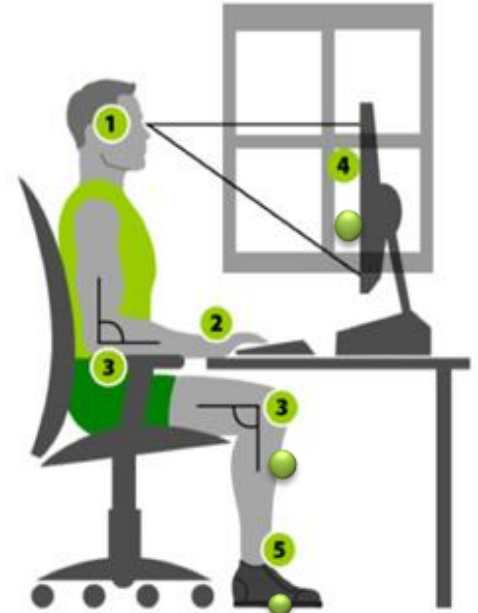


STEP-BY-STEP GUIDE FOR INDIVIDUAL OPTIMISATION OF YOUR COMPUTER WORK STATION

STEP 1: Your chair

- Seat height:
 - a. Feet are supported by the floor or a footrest (flat)
 - b. Hip angle $\geq 90^\circ$, weight evenly distributed over the legs (front-rear).
- Seat depth:
 - a. 3 fingers of space between knee pit and seat.
- Backrest:
 - a. Convex part of the chair supports the lower back (just above the belt)
- Armrests:
 - a. Height: arms are supported without pushing up the shoulders (elbows at 90°)
 - b. Depth: end of the armrests at abdominal level (or slightly further)
 - c. Width: support right next to the body

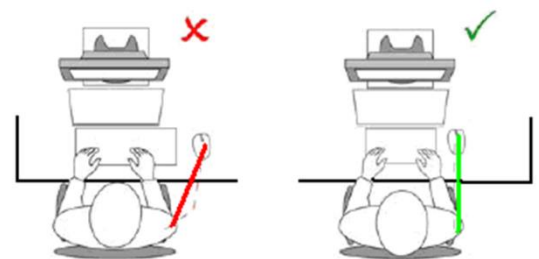


STEP 2: Table height

- Table at elbow height

STEP 3: Display screens

- Right in front of you
- At least at arm's length
- Edge of the screen at eye level



STEP 4: Keyboard, mouse, accessories

- Keyboard lying flat (feet in)
- Mouse right next to the keyboard
- Document stand needed?
- Uses phone a lot? Headset needed?

STEP 5: Advice on work posture

- Stand up every half an hour
- Vary your posture
- Do not constantly keep your hand on the mouse
- Regularly look away from the screen