# Tips for Sitting and Standing at the Computer

Using a fully height adjustable workstation allows for safe working postures in both sitting and standing positions.   These workstations promote postural changes throughout the work day and have positive ergonomic and health benefits. This tip sheet provides basic set up and work flow practices to assist the computer user in safely using a sit-and-stand workstation. With any workstation set up, take movement breaks every hour and change your postures when you start to fatigue.
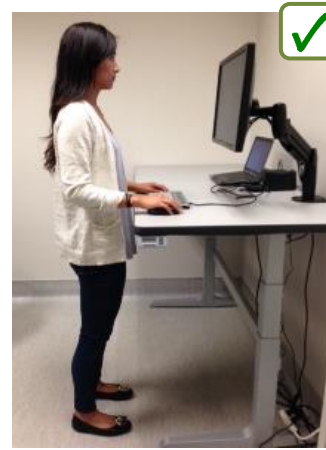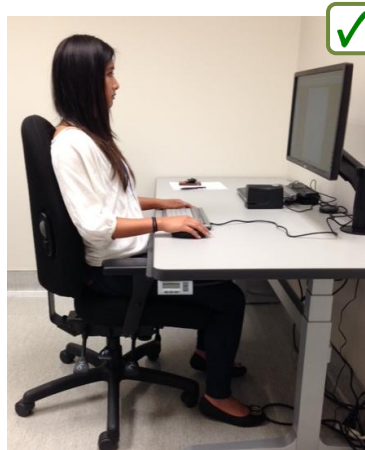
Sitting Posture

- Feet flat on the floor or footrest
- Majority of thighs supported
- Lower back well supported by chair
- Relaxed shoulders and arms
- Elbow close to side of the body
- Input devices at elbow height
- Eyes near top of the screen
- Stand when you start to feel restless

Standing Posture

- Good foot support (low heeled supportive shoes or insoles and or a light weight cushioned mat)
- Knees slightly bent (no locking)
- Shift weight, change leg position often
- Elbows close to the body
- Input devices at elbow level
- Eyes near top of the screen
- Sit down when you start to feel fatigued

Work Flow: The Next Posture is the Best Posture

- Your body is designed to move throughout the day. Standing or sitting in any one position for long periods has health disadvantages
- Listen to your body; change postures when you fatigue or start to slouch or slump forward
- Start by standing for short periods (5-10 minutes every hour)
- Increase standing gradually based on your comfort level and individual limits. Current studies say to shoot for standing no more than 1/3 of your work day (about 20 minutes each hour)
- Understand that standing to work is not appropriate for all people. If you have any physical condition that may be aggravated by standing, (foot, knee, hip arthritis or some metabolic conditions ie: diabetes, etc.) discuss these recommendations with your health care provider and follow their recommendations
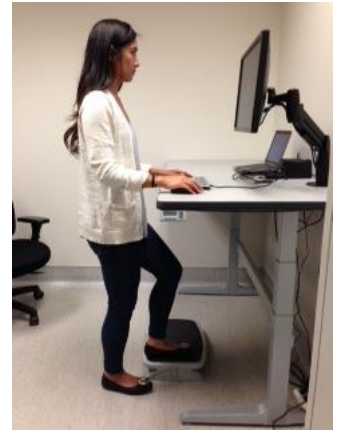
Resources for Computer Users

UCSC Ergonomics@Website:

http://ehs.ucsc.edu/programs/ergo/

How to Set Up a User-Friendly Computer Workstation:

http://ehs.ucsc.edu/programs/ergo/documents/computer-workstation-setup-steps.pdf

Workstation Furniture (Adjustable tables, Chairs & Keyboard Trays):
Contact Campus Ergonomist: Brian MacDonald at: bmacdon1@ucsc.edu

Online Office Computer Ergonomics Training and Self-Assessment:

https://login.ucsc.edu/idp/profile/SAML2/Redirect/SSO?execution=e1s1

Stretch Break Software:

RSIGuard is our UCSC recommended break timing software and computer ergonomic optimization program. Available for 45 day free trial. Single user licenses available for purchase:

http://rsiguard.com/

To report an injury please contact your supervisor