



MANAGEMENT  
& SUPPORT  
TOP 10 TIPS

# REDUCING STRAINS AND SPRAINS

HOW TO REDUCE STRAIN WHILE WORKING AT A DESK

**WORK  
SHOULD NOT  
HURT.**



## WORKSTATION SETUP

- 1 Workstation setup:** Set up your workstation ergonomically to reduce strain. Ensure that your computer equipment, including keyboard and mouse, is positioned at the right height and distance from your body.
- 2 Recommended chair adjustments:** Adjust your chair to ensure that it provides the right support for your body. Consider adjusting the height, backrest, armrests, and lumbar support to suit your needs.
- 3 Desk height:** Ensure that your desk is the right height for you. Your arms should be at a 90-degree angle when typing, and your eyes should be level with the top of the computer screen.
- 4 Position of the screen:** Ensure that your computer screen is positioned at the right distance from your eyes and at the right angle to reduce eye strain.
- 5 Footrest and foot position:** Consider using a footrest to support your feet and reduce strain on your lower back and legs. Make sure your feet are flat on the ground or supported by the footrest.
- 6 Body posture while sitting at a computer:** Keep your shoulders back and relaxed, your back straight, and your feet flat on the ground.
- 7 Documents and equipment within easy reach:** Make sure that all necessary documents and equipment are within easy reach, so you don't have to strain or reach for them.



## ON THE DAILY

- 8 Change body position regularly:** Don't sit in the same position for hours on end. Stand up, stretch, and move around regularly to prevent stiffness and fatigue.
- 9 Take short, frequent breaks:** Take short breaks frequently to prevent fatigue and reduce strain. Get up and stretch, or take a walk around the office.
- 10 Take care of yourself:** Don't forget to take care of yourself. Take regular breaks, eat healthy, exercise, and get enough sleep. Practicing self-care can improve your overall well-being.

