POSITION for Safety and Comfort

HEAD level in line with the torso
FOREARMS, WRISTS and HANDS relaxed and straight
ELBOWS close to the body, bent between 90° and 120°
EARS in line with shoulders
SHOULDERS back and relaxed, not rounded or elevated
BACK straight and supported, sitting upright or leaning back slightly
THIGHS and HIPS supported by well-padded seat, parallel to the floor
FEET forward, fully supported by the floor or footrest

Remember
WHEN KEYING, float your hands over the keyboard, and use palm rests between bursts of keying.
WHEN MOUSING, keep your wrists straight, and use the elbow to pivot.
ADJUST your chair to fit you, if possible.
CHANGE your working position often throughout the day, stretching your fingers, hands, arms, and torso, and by standing and walking around for a few minutes periodically.