



## Work Station Setup

### Rules of Thumb

- Maintain upright posture and avoid twisting
- Keep your work as close as possible to your body
- Items used regularly should be stored within easy reach between hip and shoulder level
- Limit the amount of time doing repetitive tasks
- Avoid sitting for long periods – get up every half hour even if it is just to stand
- Sit straight and avoid twisting
- Heavy objects should be kept within easy reach or make sure you stand to lift them
- Use foot rest if necessary

