



Desk

Overview

Your desk is a critical component of your workstation. It supports tasks (writing), above-



Tips for Healthy Desk Usage

1. First, when you are sitting comfortably, pull up to the edge of your work surface and look straight ahead. What you see is your optimal viewing zone, and things that you look at during work (computer screen, documents etc.) should be in or close to this zone.
2. Next, reach each arm out to the side of your body and move them from this position until the hands meet at the center of your body in front of you. The semi-circular area covered by the sweep of your arms is called your normal reach zone, and everything that you frequently use should be placed inside of or close to this area. You should not have to bend or stretch to reach things that you frequently use.
3. Then, relax your upper arms down to the side of your body. Using your elbows as pivot points, swing your forearms out to each side and then move them together until your hands touch in the center of your body in front of you. The area covered by the sweep of your forearms looks like that area covered by your windshield wipers, and it is called your normal working area. Things that you operate with your hands, such as your keyboard and mouse, should be placed in this area and positioned for optimum comfort.