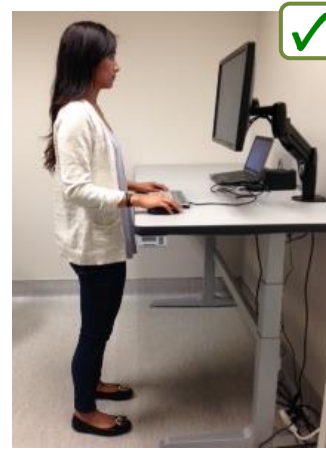
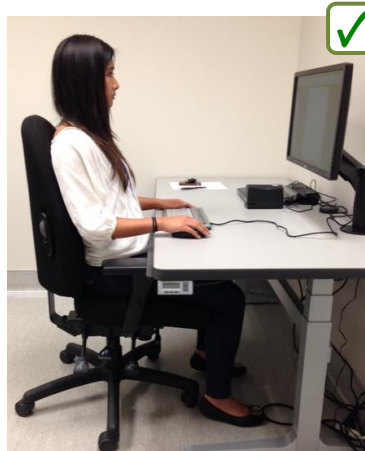


# Tips for Sitting and Standing at the Computer

Using a fully height adjustable workstation allows for safe working postures in both sitting and standing positions. Research findings recommend: **Sit for 20, Stand for 8 and Move for 2 minutes per half hour**. 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 and upper back well supported
- 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)
- Knees slightly bent (no locking)
- Shift weight, change leg position often
- Elbows close to the body
- Input devices at elbow level
- Eyes at 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. Research findings recommend: **Sit for 20, Stand for 8 and Move for 2 minutes per half hour.**
- Once you get acclimated, try switching between standing and sitting more frequently, e.g., every 20-30 minutes



## Resources for Computer Users

Be Well at Work- Ergonomics Website:

<http://www.uhs.berkeley.edu/ergonomics/>

How to Set Up a User-Friendly Workstation: <https://uhs.berkeley.edu/sites/default/files/workstation.pdf>

Workstation Furniture (Adjustable tables, Chairs & Keyboard Trays):

Call **UC Furniture Services** toll-free at (877) 722-9090 for an appointment at the campus showroom

Workshops for Faculty and Staff:

Computer Health Matters workshop on workstation setup and stretches. Enroll online

<https://uhs.berkeley.edu/facstaff/ergonomics/classes-workshops>

Stretch Break Software:

Use your Cal Net ID to download software that reminds you to take breaks. Go to [blu.berkeley.edu](http://blu.berkeley.edu), chose the People tab, Job Tool section. Put in an IT help desk request if you don't have administrative rights.

Movement Breaks:

See the ["50 tips to move more at work"](#) sheet for ideas on how you can increase movement

Go to Be Well at Work- Wellness website for [Activity Breaks](#)

Medical Appointments:

Call the Occupational Health Clinic for work-related injuries at (510) 642-6891