Sitting

STEP 1 **Evaluate yourself**

STEP 2 Optimise the ergonomic conditions

STEP 3 Optimise your seated posture



Ergonomics services

- Guiding ergonomics policy
- Performing ergonomics risk assessment
- Advising on purchasing, design and layou
- Instructional documents such as brochures, posters and information card
- Multi-year training courses.

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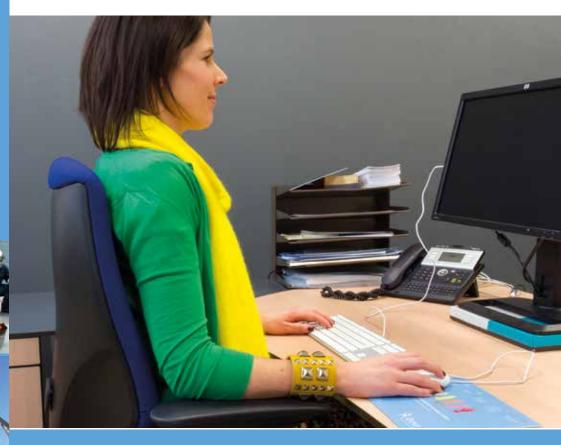
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Roadmap Handling sitting intelligently

General principles for office workspace layout





Sitting













STEP 1 **Evaluate yourself**

	YES	NO
I sit less than 8 hours a day.		
I rarely sit still for longer than 30 minutes at a stretch.		
I pay attention to my sitting position.		
My office chair is properly adjusted.		
My desk is at the correct height.		
My computer screen is directly in front of me at the correct height and distance.		
When I'm typing or using a mouse my elbows remain in line with my shoulders.		
I operate my mouse with a relaxed hand and fingers.		
I type with my wrists straight.		
I can read the information on the screen without difficulty.		
I make it possible for myself to concentrate when working.		
I make it possible for myself to move.		
I vary my sitting position throughout the day.		
I exercise sufficiently.		

STEP 2 Optimise the ergonomic conditions

- Limit sitting up to a maximum of 8 hours a day.
- Don't sit still for longer than 30 minutes at a stretch.
- Use **proper seating** and adjust your office chair properly.
- Work at the correct height.
- Position the computer screen directly in front of you at the correct height.
- Position the **keyboard and mouse** so your elbows stay in line with your shoulders.
- Use a mouse that **fits your hand comfortably.**
- Increase reading comfort.
- Create freedom to **concentrate** when working.
- Create freedom to move.
- Vary your sitting position.
- Exercise moderately to intensely for 30 minutes every day.



STEP 3 Optimise your seated posture

