

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 layout;
- Instructional documents such as brochures, posters and information cards;
- Multi-year training courses.

IDEWE Group regional offices

Please get in touch - we will be happy to help you!

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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.	<input type="checkbox"/>	<input type="checkbox"/>
I rarely sit still for longer than 30 minutes at a stretch.	<input type="checkbox"/>	<input type="checkbox"/>
I pay attention to my sitting position.	<input type="checkbox"/>	<input type="checkbox"/>
My office chair is properly adjusted.	<input type="checkbox"/>	<input type="checkbox"/>
My desk is at the correct height.	<input type="checkbox"/>	<input type="checkbox"/>
My computer screen is directly in front of me at the correct height and distance.	<input type="checkbox"/>	<input type="checkbox"/>
When I'm typing or using a mouse my elbows remain in line with my shoulders.	<input type="checkbox"/>	<input type="checkbox"/>
I operate my mouse with a relaxed hand and fingers.	<input type="checkbox"/>	<input type="checkbox"/>
I type with my wrists straight.	<input type="checkbox"/>	<input type="checkbox"/>
I can read the information on the screen without difficulty.	<input type="checkbox"/>	<input type="checkbox"/>
I make it possible for myself to concentrate when working.	<input type="checkbox"/>	<input type="checkbox"/>
I make it possible for myself to move.	<input type="checkbox"/>	<input type="checkbox"/>
I vary my sitting position throughout the day.	<input type="checkbox"/>	<input type="checkbox"/>
I exercise sufficiently.	<input type="checkbox"/>	<input type="checkbox"/>

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



Chin slightly tucked in

Shoulders relaxed

Back with natural curvature

Hips angled out

Feet supported