

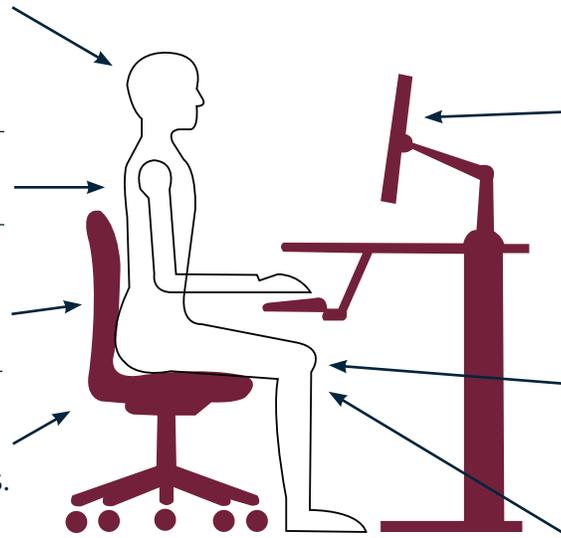
# Occupational Safety & Health Administration Computer Workstation Checklist

**Head** should be facing forward (computer monitor should be just below eye level) reducing excessive neck positions.

**Arms** should be in line with the body.

**Elbows** bent at 90°, supported by arm rest (keyboard should be aligned with this position).

**Chair** should supply adequate back support, reducing excessive postures and support up to 275 lbs.



- **Computer monitor** should be at arm's length and not be placed in front of a window
- **Light source** should not cause reflection on monitor screen
- **Hands-free headsets** should be used when talking on the phone

**Knees** bent to 90°, with feet firmly on the ground, not tucked under the chair. Hips should be slightly higher than the knees. If height is a limiting factor, a box can be placed beneath the feet to maintain the 90° knee.

**Thighs** parallel to the floor. Do not cross or sit on legs.

## Office Desk Stretches

### Preacher Stretch

Place the palms of both hands together. Slowly bring your hands towards your belly button.



### Trapezius Stretch

Holding your head, gently bring your ear to your shoulder. Keep opposite arm behind your back.



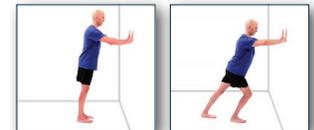
### Wrist Flexor Stretch

Extend elbow, use opposite hand and pull wrist, with finger pointing towards the ground.



### Gastrocnemius Stretch

Keep both heels on the ground, extending one leg backwards, keeping the back leg straight. Lean the body forward.



### Wrist Extensor Stretch

Extend elbow, use opposite hand and pull wrist, with finger pointing towards the ground.



### Soleus Stretch

Bend the back knee keeping the heel on the ground. Maintain your body position.



### Hamstring Stretch

Place your foot on the chair or stool, lean forward reaching parallel to the ground, not your toes.



### Quadriceps Stretch

Hold the ankle of the leg being stretched. Slowly bring the heel to your buttocks.



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