

# Picnic's Ergonomic Instructions

## Backrest

Adjust the backrest, so it **supports your back**. If possible, make sure the bulging of the backrest supports your lower back (at belt height)

## Armrest

For the armrests: **relax your shoulders** and keep your lower arms horizontal. Adjust the armrests to this height. Make sure your shoulders are not raised.

## Chair height

Keep your upper leg horizontally. The angle between your upper and lower leg is approx. **90°**.

## Chair depth

If possible, adjust the seat depth so that there is **one fist width** of space between the seat and your knees.

## Keyboard

The keyboard should be positioned so that the upper arms relax along the body while typing.

## Mouse

Place the mouse near you on your desk: **directly next to the keyboard** and not too far on the table.

## Monitor placement

**Avoid nodding down or turning your head** to look at your monitor. Sit in front of it. The monitor can also be placed on the corner of the desk.

## Monitor height

Your head must be kept upright as much as possible while working. Position the screen so that the top part of the screen is **at/or slightly below eye level**.

## Monitor distance

As a rule of thumb: Place the monitor at the distance of your **extended arm**.



## Work-from-home tips

Be creative when it comes to making your workplace at home ergonomic.

Build up a stack of books to elevate your monitor

Exercise and changing position occasionally is a good alternative if your workplace is not ergonomic.

## Legroom

Ensure that there is **sufficient legroom** under the desk: it must be possible to put your legs and feet wide on the ground.

## Desktop

The height of your desk must be **equal to the top of the armrests** of the chair. If your desk is too high and you can't adjust it, you can use a footrest.

## Tips:



Get some fresh air,  
go for a short walk



Change your posture  
(i.e. by using a standing desk)



Look away from the screen  
every now and then