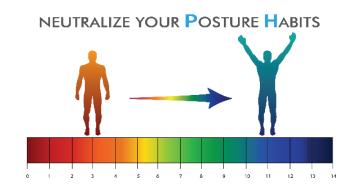
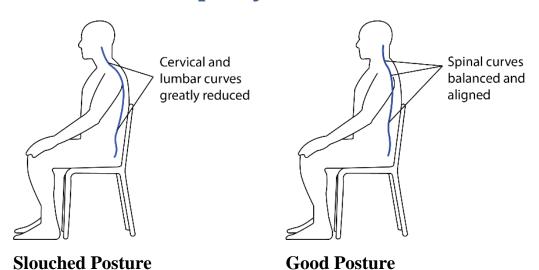
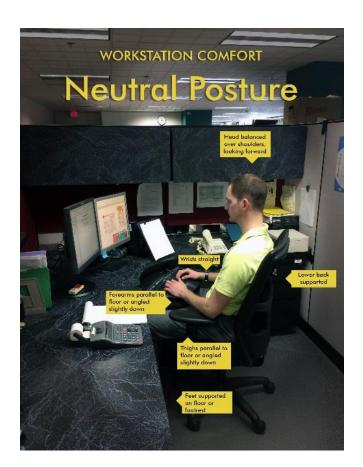
PROPER & NEUTRAL POSTURE



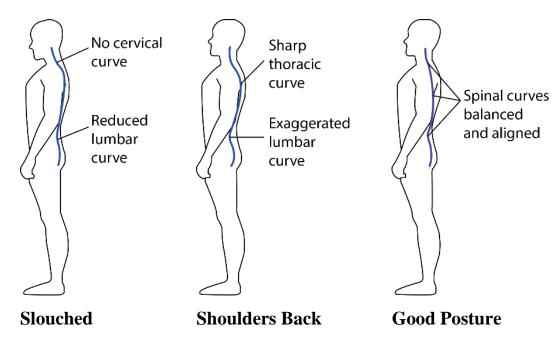
How to Sit Properly:



- Keep feet on the floor or on a footrest, if they don't reach the floor.
- Don't cross legs. Ankles should be in front of knees.
- Keep a small gap between the back of knees and the front of seat.
- Knees should be at or below the level of hips.
- Adjust the backrest of chair to support low and mid-back or use a back support.
- Relax shoulders and keep forearms parallel to the ground.
- Avoid sitting in the same position for long periods of time.



How to Stand Properly:



- Bear weight primarily on the balls of feet.
- Keep knees slightly bent.
- Keep feet about shoulder-width apart.
- Let arms hang naturally down the sides of the body.
- Stand straight and tall with shoulders pulled backward.
- Tuck stomach in.
- Keep head level-earlobes should be in line with shoulders. Do not push head forward, backward, or to the side.
- Shift weight from toes to heels, or one foot to the other, if standing for a long time.

