

## Getting the most out of your Chair and Display Screen Equipment (DSE)

The following safety principles of DSE “Workstation Set-up” will reduce and minimise the risk of you being harmed while using DSE at work. These safety principles should be applied when using your workstation, whenever you are hot-desking, move desk and or office, or you or your workstation set up changes considerably (pregnancy, injury, changes in eyesight).

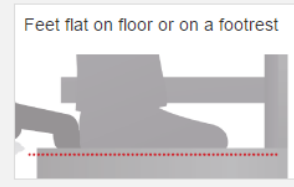
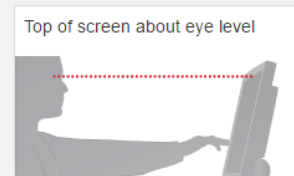
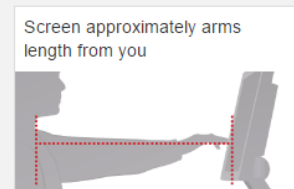
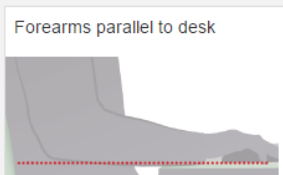
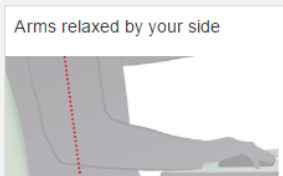
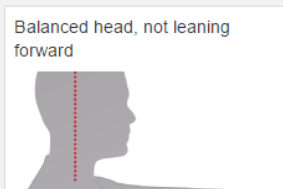
What we do need to be aware of is that poor ergonomic practices when using DSE for prolonged periods of time (frequency, duration and intensity of use) have the potential to cause us harm.

There are no fixed rules when it comes to ergonomics when using Display Screen Equipment (DSE), as we are all unique and as a result we will all have different needs.

### 1

#### Seated posture & support

- Adjust the chair back height so that your lumbar region, upper back and shoulders are in contact with contours of the back support of the chair.
- Ensure that your body weight is evenly spread through your thighs, with your feet flat on the floor and your knees bent at an angle of just over 90°.
- There should be a space between the back of your knees and the seat pan to ensure good circulation (about a fist’s width).
- Adjust the chair back angle for support, this should be fairly upright when typing and at an angle that will encourage you to spread the load evenly through your thighs and feet.
- Adjust the height of your chair so that your elbows are just above the desk (relaxed shoulders, vertical upper arms, elbows bent at right angles).
- If after adjusting the seat height you find the desk too low you may need the desk to be raised, or if the desk is too high use a footrest to allow you to place your feet on a flat surface.
- Adjust the seat tilt so that your thighs are approximately horizontal.
- Ensure armrests do not prevent you from getting close enough to the desk or obstruct your elbows whilst typing. If necessary, request that armrests are removed.
- Your wrists should be in a relaxed, neutral position over the keyboard.
- Regularly make postural adjustments and stretch throughout the day by unlocking the chair adjustment settings into “free flow” and then set your chair up again for use.



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| <p><b>2</b><br/>Input devices</p>                   | <ul style="list-style-type: none"> <li>• The keyboard should be directly in front of you and at a distance to allow you to maintain relaxed shoulders, elbows at right angles and a neutral wrist posture.</li> <li>• Position your mouse close to the side of the keyboard and within easy reach.</li> <li>• Take your hand away from the mouse when not in use.</li> <li>• Use keyboard shortcuts as an alternative to the mouse.</li> <li>• Adjust the angle of the keyboard by lowering the keyboard feet.</li> <li>• Avoid an angle that encourages you to overextend or support your weight through your wrists.</li> </ul>                                    |
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| <p><b>3</b><br/>Screen, reflections &amp; glare</p> | <ul style="list-style-type: none"> <li>• The screen viewing distance should be at approximately arm's length.</li> <li>• Screen height should prevent excessive movement of the head and neck. The top of the screen should be at or just below eye level. However, this will depend on typing style, software used, glasses worn and tasks performed. Tilt the screen back slightly.</li> <li>• Glare and reflections should be avoided by adjusting lights and closing blinds.</li> <li>• Take regular screen breaks (get up and perform a different task, walk around, stretch and most importantly move. Don't read a report or book, rest your eyes.</li> </ul> |
| <p><b>4</b><br/>Local environment</p>               | <ul style="list-style-type: none"> <li>• Lighting should be sufficient for the task.</li> <li>• Draughts should be reported and thermal comfort maintained by local means and layers of clothing.</li> <li>• Noise that distracts or affects concentration should be reported.</li> </ul>  |

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| <b>5<br/>Desk &amp;<br/>drawers</b>  | <ul style="list-style-type: none"> <li>• Your body position should be ‘squared-up’ to the desk.</li> <li>• Avoid sitting twisted. Shoulders should be in line with your hips.</li> <li>• Drawers, CPUs, waste bins, etc. should not obstruct your legs.</li> </ul>  |
| <b>6<br/>Document<br/>position</b>   | <ul style="list-style-type: none"> <li>• Use a document holder or position documents to reduce head and neck movement, e.g. between the screen and keyboard.</li> </ul>   |
| <b>7<br/>Equipment<br/>position &amp;<br/>work area</b>  | <ul style="list-style-type: none"> <li>• Place frequently used items within easy reach.</li> <li>• As far as possible, do not locate printers on your desk.</li> <li>• Don’t cradle the phone between shoulder and chin. Hold the handset or consider a headset if you frequently use the phone and PC together.</li> <li>• Make sure the area around your desk is free from obstructions, trip hazards, etc.</li> </ul>  |
| <b>8<br/>Work<br/>organisation</b>   | <ul style="list-style-type: none"> <li>• Organise your work so that you that you have reason to get up out of your chair and away from your workstation at least once an hour, e.g. collecting documents, filing.</li> <li>• <u>Adopt a variety of postures throughout the day.</u></li> </ul>  |
| <b>9<br/>Vision</b>  | <ul style="list-style-type: none"> <li>• Consider regularly changing the height and distance of your monitor, the brightness and contrast, the font size and background colour. This will provide greater variety of focal viewpoint for your eyes.</li> <li>• Ensure you are aware of your entitlement to eye and eyesight testing (even if you already wear glasses). If in doubt, ask your manager for details of local arrangements.</li> <li>• Have regular eye tests. Follow your optician’s guidance on repeat eye testing - usually every 2 years.</li> </ul> |
| <b>10<br/>Software</b>   | <ul style="list-style-type: none"> <li>• Software should be suitable for the tasks performed.</li> <li>• You should understand how to use the software to perform the tasks required.</li> </ul>  |
| <b>11<br/>Health<br/>problems</b>  | <p>If you experience any aches, pains or headaches which you feel may be related to your workstation use, you should inform your manager in the first instance. Always seek medical advice about health concerns.</p>   |
| <b>12<br/>Take Regular<br/>Breaks</b>  | <p>In order to avoid fatigue and work-related upper limb disorders it is important take regular breaks away from display screen work. As a general rule short, frequent breaks are better than occasional longer ones, (e.g. 5 minutes every 20-30 minutes.) Breaks should be taken before the on-set of fatigue to be effective. Changes of activity should reduce the workload at the screen and not result in a higher pace or intensity of work.</p>  |
| <p>No matter how well the workstation is designed, problems may arise where work organisation is poor or disrupted. Working at a computer often involves few changes in body position. This lack of movement can lead to muscular aches and pains we recommend that you regularly stretch while at your workstation.</p> |   |