

HS705 Guide to your workstation

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Health and Safety Unit



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Step 2 Adjusting your Chair



Step 4 Monitor adjustment and

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be a

The monitor must be centred in front of your body

The monitor should be approximately one arm's length away. Adjust for personal comfort. You should

Note: If you are using more than one monitor you should position your primary monitor as per described and any other monitors should be arranged so they can be easily viewed without having to bend your neck

Step 5 Use

2 Equipment

2.1 Chairs

Chairs should be fully adjustable to accommodate different sized workers (with seat height, back rest height and back rest tilt adjustments) and should not tip or slip – a five-point base is the most stable. Castors should be used on carpet and glides or braked castors on hard surfaces. Arm rests are not recommended as they can prevent you getting as close to your desk as possible.

Seating alternatives

Standing and Saddle Chairs

There are a number of different typ.

2.5 Desks

Workstations should be designed so that workers can carry out their work in a comfortable, upright position with shoulders relaxed and upper arms close to the body. Different workers require different working heights so it is best to provide adjustable workstations to make the work height suitable for the person and the task.

Desks should be between 680 millimetres and 735 millimetres for a fixed height desk and there should be enough room under your desk to move your legs freely.

Desk alternatives

Sitting for prolonged periods can be damaging to your health. Sit/Stand work platforms and desks allow users to alternate between sitting and standing throughout the working day.

Laptops

Laptops are not designed to be used for long periods. If you are using your laptop for long periods

- Place your laptop on an adjustable stand, so you can view the screen at eye level or attach to external monitor

- Attach an external keyboard and mouse

Phone

If you are using your phone frequently you should use a headset to prevent neck bending. Your phone should also be positioned on your non-dominant side within easy reach.

2.8

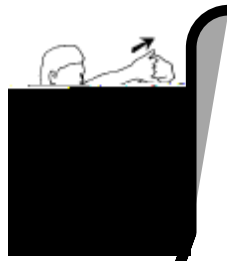
If you are reading from documents while typing you should use a document stand and locate the stand either directly under the monitor or off to the side on an angle. Other frequently used items should be within easy reach.

2.9 Equipment layout

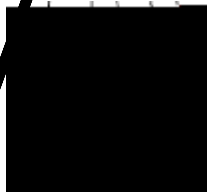
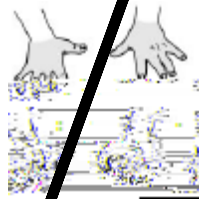
The correct positioning of your equipment on your desk will help prevent injuries. Your monitor and

Shoulders

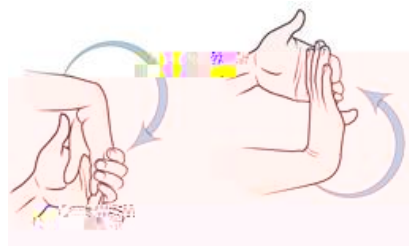
This stretch stretches the shoulders and wrists. Hold 10secs.



Hand and wrists



Forearm



Upper and Lower back

