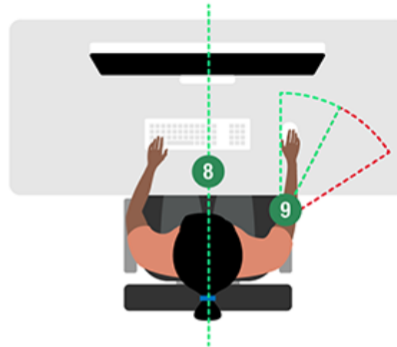


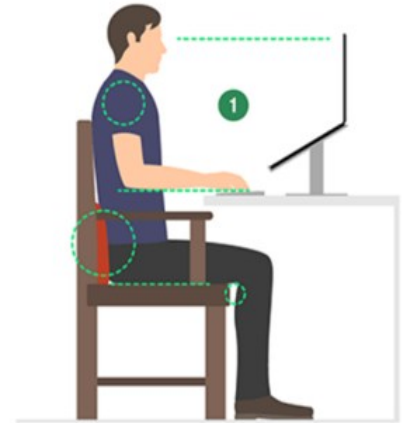
Are you sitting comfortably?

Standard workstation setup



Work in this way to maintain good posture

Laptop setup



Good posture for laptop use

Standard

1. Top of screen level with eyes, about an arm's length away
2. Relax your shoulders - try to position yourself high enough so you don't need to shrug your shoulders
3. Keyboard just below elbow height, forearms approximately horizontal
4. Seat height equally supports front and back of thighs. A footrest may be required, particularly for smaller users.
5. Back of the seat provides good lower back support
6. Gap of 2-3 cm between front of seat bottom and back of knee
7. Computer and screen directly in front of you on desk or other surface
8. Screen and keyboard central - don't twist your back
9. Mouse in line with elbow

Laptop

1. Keyboard and mouse should be separate from the laptop so a laptop riser or similar can be used. A second screen can be easily added alongside the laptop screen in this configuration.

Tips for getting comfortable

- Arrange the desk and screen to avoid glare, or bright reflections - easiest if the screen is not directly facing windows or bright lights.
- Adjust curtains or blinds to prevent intrusive light.
- Provide enough workspace to accommodate all documents or other equipment. A document holder may help avoid awkward neck and eye movements.
- Make sure there is space under the desk to move legs.
- A space in front of the keyboard can help rest hands and wrists when not keying.
- Keep wrists straight when keying.
- Keep a soft touch on the keys and don't overstretch the fingers.
- Position the mouse within easy reach, so it can be used with a straight wrist.
- Sit upright and close to the desk to reduce working with the mouse arm stretched.
- When using the mouse, move the keyboard out of the way if it is not needed.
- Support the forearm on the desk, and don't grip the mouse too tightly.
- Rest fingers lightly on the mouse buttons and do not press them hard.
- Make sure individual characters on the screen are sharp, in focus and don't flicker or move. If they do, the DSE may need servicing or adjustment.
- Adjust the brightness and contrast controls on the screen to suit lighting conditions in the room.
- Make sure the screen surface is clean.
- When setting up software, choose text that is large enough to read easily on screen when sitting in a normal comfortable working position.
- Select colours that are easy on the eye (avoid red text on a blue background, or vice versa).
- Stretch and change position frequently.
- Look into the distance from time to time and blink often.
- Change activity before getting tired rather than getting tired and then needing to recover.
- Short, frequent breaks are better than longer, infrequent ones