
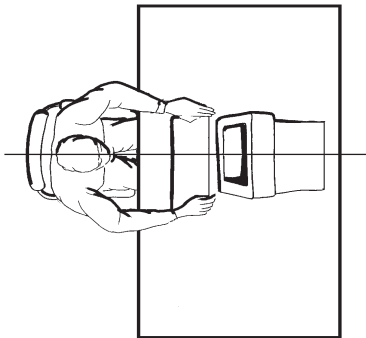


**Display screen equipment – recommended working positions**

	<p>Set the height of your seat so that your elbows are approximately at right angles and your forearms are horizontal, with the first row of keys. This will also ensure that your wrists are kept straight.</p>	
<p>Check that your knee is approximately at a right angle, roughly at the same height as your hip.</p> <p>Your feet must be flat on the floor. If you cannot place your feet on the floor without disturbing your forearms or leg position then a footrest may be required.</p>		<p>You should now be able to look at the top of the screen with a slight downward angle.</p> <p>Adjustment of the optimum screen height for you can be achieved by trying the monitor on or off the base unit. If you have a tower unit try using one or two A4 reams of paper to correct the height.</p>
<p>The keyboard should be directly in front of the screen leave at least 8cm in front of the keyboard to rest your wrists during typing breaks</p>		<p>Organise your workstation to maintain an upright posture. Minimise excessive reaching, leaning.</p>

**Mouse**

If you use the mouse more than the keyboard, place it nearer to you, with the keyboard moved to the side until you need it

Make sure your hand can move freely with the mouse – avoid leaning your wrist on the desk or twisting your hands

Keep your wrist straight – do not bend it up and down, or to the left or right

When concentrating very hard, you may ignore your hand and arm position. Take regular breaks to avoid getting cramp and wrist strain

Try to use a light touch when holding and depressing the mouse buttons and vary the finger with which you depress the button.

Once the workstation has been set as described above you will have minimised the risk of discomfort from poor posture.

**REMEMBER** - Try not to do intensive screen work for more than an hour at a time.  
 Vary your work, so that you take regular breaks away from the screen and to exercise your muscles.  
 It is better to take frequent short breaks from screen rather than long infrequent ones

**PROBLEMS** – If you are experiencing any problems associated with Display Screen Equipment **REPORT** it to your line manager.

**EYE SIGHT TEST** – contact The Health and Safety Department