

Tips for setting up your Workstation

Here are some tips on how to make full use of your work equipment and how adjust it to get the best from it so that you avoid any potential health problems.

Getting comfortable

- Adjust your chair and screen to find the most comfortable position:
 - Your forearms should be horizontal to the table and your legs
 - Your eyes the same height as the top of the screen.
- Make sure there's enough space around you for everything you need.
- Try different arrangements to find what works best for you.
- Arrange your setup to avoid glare, or bright reflections. Adjust curtains or blinds to prevent unwanted light.
- Remove any obstacles from under your desk so your legs can move freely.
- Perhaps use a footrest to help avoid excess pressure from the edge of your seat on the backs of your legs and knees.



Using your keyboard and mouse

- Adjust your keyboard so there's a space in front of it to rest your hands when you're not typing.
- When typing, don't rest your wrists on the desk and try to keep them straight.
- Keep a soft touch on the keys and don't overstretch your fingers.
- Your mouse should be within easy reach so your wrist is straight and so that don't have to work with your arm stretched.
- Support your forearm on the desk and don't grip the mouse too tightly.
- Rest your fingers lightly on the buttons and don't press them hard.

Reading your screen

- Make sure the screen surface is clean.
- Adjust the brightness and contrast controls on the screen to suit lighting conditions in the room.
- Choose text that is large enough to be easily read on your screen, from your comfortable working position.
- Select colours that are easy on the eye (avoid red text on a blue background, or vice-versa).
- The screen should be sharply focused and should not flicker/move. If they do, the screen may need adjustment or replacement.

Positions and breaks

- Don't sit in the same position for long periods. Make sure you change your posture as often as practicable. Some movement is desirable, but make sure everything is in easy reach to avoid repeated stretching.
- If you were in the office, there would be opportunities to take a break from your screen and desk. Make sure you take frequent breaks throughout the day - frequent short breaks are better than fewer long ones.

