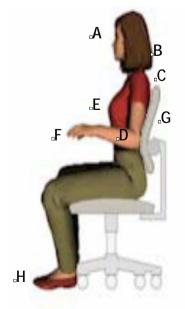# A simple guide to setting

up your computer workstation - ergonomically.

1. When sitting at your workstation, face your computer screen & keyboard; sit tall with your shoulders relaxed. Adjust the height of the chair, until your arms are parallel to the floor. This means that when typing, your lower arms are straight and your elbows are at right angles.
2. Because you may have adjusted the height of your chair, your legs may not be flat on the floor with your thighs parallel to the floor. In this case you need a footrest. This can be ordered by the relevant person in your Unit.
3. Ensure there is enough room (approx. 15 cm) in front of your keyboard to provide support for your hands and forearms between typing or to have a wrist support if needed, see 4 below.
4. Decide which typing style you have. If you type with your wrists resting on the desk then you require a wrist support. This should also be ordered by the relevant person in your Unit.
5. Your chair should be fully adjustable for seat height and back support (tilt). Ensure the low back support of your chair fits comfortably into the natural inward curve of your lower back. The backrest should fully support your lower back. The chair seat should fully support your thighs. Adjust the height and angle of the seat-back appropriately.
6. When looking at the screen, the upper tool bar on the screen should be at eye level. This reduces strain on your neck. You may need to lower your screen or to use a screen stand to ensure that the screen is at the correct viewing height. Generally, the screen should be no closer than (extended) arm distance away from you.
7. Remember to take regular "breaks" from your computer work. A brief change of activity every forty minutes is recommended to reduce tiredness, headaches, neck and back pain. A screen saver can be set to remind you to take this break.
8. If you are at a new workstation or have not yet had your workstation assessed, you should arrange for your computer workstation to be assessed. Check the web page VDU/Workstation Assessments or contact the relevant VDU Assessors listed for more information. Also see the HSA website as an example of authoritative information on computer workstation safety.
9. When using your computer try to:
   - Stand up and move away from your workstation at least once every hour. This allows your muscles a much needed stretch.
   - Rest your eye muscles by looking away from your monitor at least every 20 minutes and focusing on a long-distance object.
   - Maintain a degree of flexibility and mobility by participating in regular exercise.
   - Where possible, try to design your system of work in a way, which will facilitate regular screen breaks.
   - And if you use a laptop for more than one hour at a time, attach an external keyboard and mouse and use a monitor riser to correct the monitor height to suit your needs or use a properly set-up docking station.

A. Top of monitor at or just below eye level.

B. Head and neck balanced and in line with the torso.

C. Shoulders relaxed.

D. Elbows close to the body and supported.

E. Wrists and hands in-line with forearms.

F. Adequate room for keyboard and mouse.

G. Lower back supported.

H. Feet flat on the floor.