

Computer Use – Posture Poster



G1 Move the chair close to the desk and sit back on the seat. Adjust the chair back so the upper body is relaxed and supported. Raise the chair seat so, with the upper arms vertical, the elbows are level with or just above the desk.

Chairs too low and far from the desk encourages a slouched posture with no support from the chair back. The head is tilted forward, feet hooked around the chair base restricting blood circulation in the legs and shoulders may be hunched.



G2 Set the chair as above. Use a foot rest if the feet do not touch the ground. Height-adjustable chair arms provide additional support for the upper body when not keying but if they restrict desk access, consider removing them.

Shorter people often set the chair height so their feet are firmly on the floor. If this is too low for the desk, it is likely to result in arms stretched forwards (or sideways) and/or shoulder lifting, causing undue muscle tension.



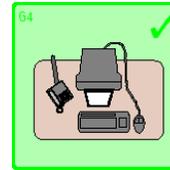
G3a TOUCH TYPISTS can raise the monitor so the screen top is just below eye level. Document holders should be at screen height and in the same focal plane to minimise head twisting and tilting.

If the monitor is too low, this encourages the operator to tilt the head downwards, so the whole body tends to lean forward, moving away from the support of the chair back and encouraging slouching.

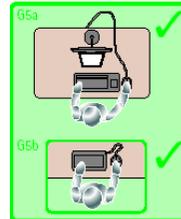


G3b "HUNT AND PECK" typists who need to look at the keyboard may want to position the monitor lower to minimise "nodding" between the two. The document holder should be placed between the monitor and keyboard to avoid twisting.

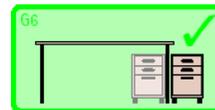
You must know how to adjust your chair to benefit from the above. Ask your DSE Assessor if you are unsure.



G4 Make the best use of desk space. Use your mouse (or trackball) close to the keyboard and if you need to look at the keyboard when typing, the best place for the document holder is between the monitor and the keyboard. Other tools, e.g. telephone, should also be easy to reach without stretching etc. If you write whilst using the telephone, hold the handset with your "non-writing" hand. A headset will also dramatically improve comfort and convenience.



G5a Make sure there is a comfortable viewing distance between your eyes and the screen and you have space between the keyboard and the front of the desk. Place the screen in front of you so you can face it without twisting your body and ensure your legs are not obstructed by items under the desk. If the PC base takes up too much desk space, move it off the desk.



G6 Clear the space under the desk so you can place your legs underneath without twisting or leaning forward. If the drawers etc are free-standing or detachable and there is enough space, create further legroom by moving them.



Laptop Users – Special Notes



GL A separate keyboard and mouse will improve layout flexibility. By using one of the proprietary laptop stands to tilt the computer, it is also possible to raise the screen to an acceptable height and viewing distance.

Laptop are a major source of musculo-skeletal problems and using one on its own for any length of time will cause poor posture which is likely to lead to head, neck and/or back pain.



If you experience pins & needles in the fingers, neck/back/shoulder ache, headaches, on a regular basis which you feel is as a result of working with the display screen, contact your local DSE assessor _____ for further advice.

Further information is available on Corporate H&S intranet – DSE Microsite.