

OFFICE ERGONOMICS

STAYING SAFE AT WORK



Eyes level with top of monitor

Computer monitors should be tilted slightly backwards, and should sit at arm's length from the user. If working with a laptop, this should also be elevated by using a laptop stand.

Temperature

Workers may feel too hot or cold if air conditioning vents are positioned directly above their desk. Directing vents away from a person's workspace can help to improve comfort.

Elbows & hips at right angles

Relax the shoulders and ensure your forearms are parallel with the floor. Sit with your thighs parallel to the floor, and knees at right angles.

Keep your back straight

Keep your body upright, and ensure your lower back is firmly supported. Use a lumbar support if needed, and take regular breaks.

Screen glare

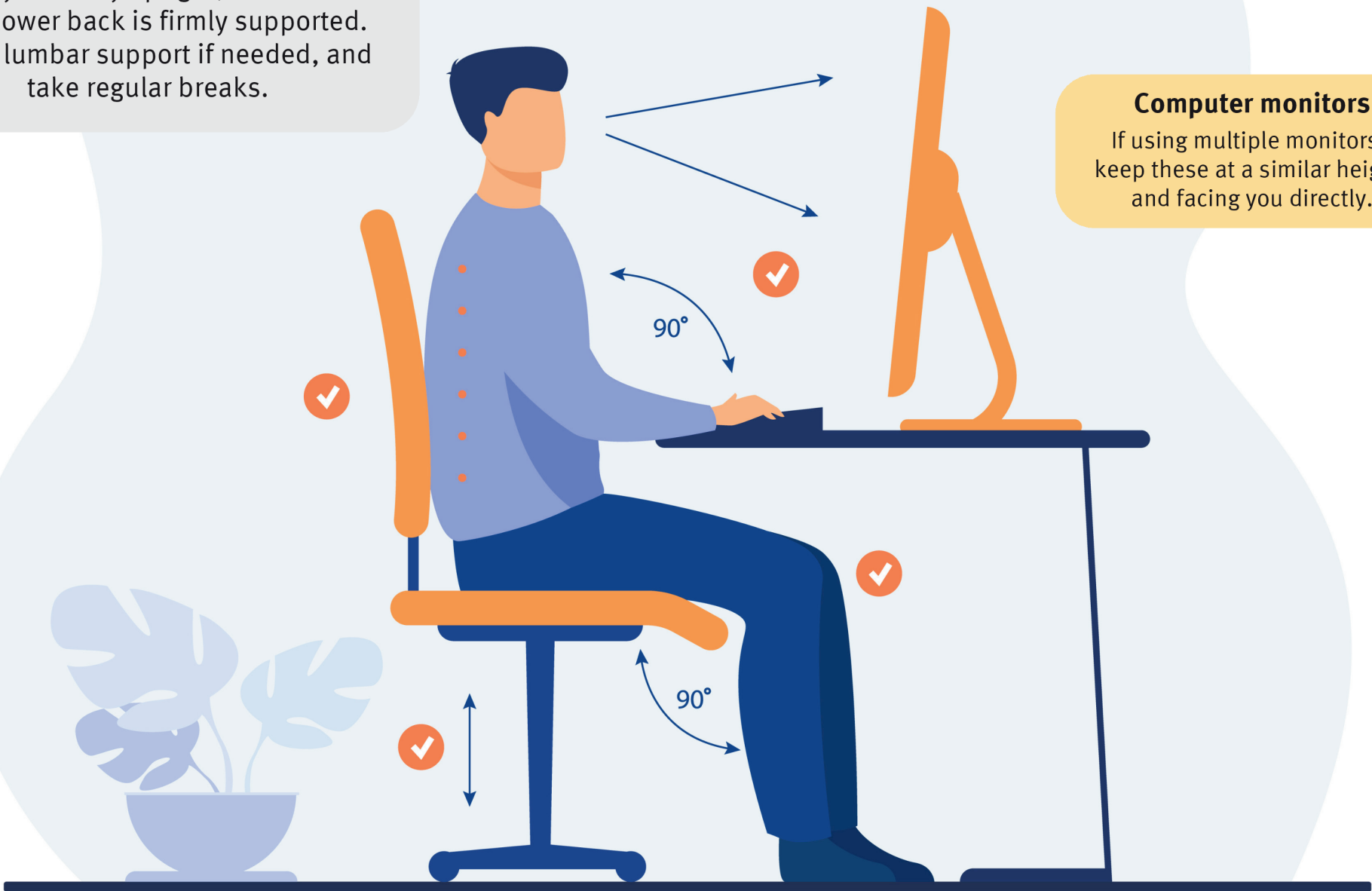
Screen glare can cause headaches and eye fatigue. Consider installing blinds to minimise glare caused by natural light, or reposition your workstation/monitors. Magnify or increase the text size on your screen to minimise strain.

Paper stand

When working from a paper document, keep this at eye level using a paper stand or document holder.

Computer monitors

If using multiple monitors, keep these at a similar height and facing you directly.



Tripping hazards

Avoid storing boxes or unnecessary furniture items near or under your desk. If using an office chair mat, ensure this is flat without any raised edges.

Phone use

Ensure desk phones are situated on the correct side (opposite side to your mouse). Avoid using your shoulder to hold the handset – consider a hands-free option. Keep other desk items within easy reach.

Feet flat on the floor

Keep knees at a right angle and feet flat on the floor or resting on a footrest if required.