Setting up your workspace

LIGHTING

Sight plays a key role when you are working on a computer. Your sight also influences your working posture. The lighting must not produce reflections on the screen or the desk, and must not be blinding.

- Start by placing your desk and screen so that the daylight comes in from the side. A window behind the screen or behind your back often causes problems with blinding or reflections.

- Ceiling lights that provide both direct and indirect light should be placed above the front edge of the desk.

AFS 1998:5 WORK WITH DISPLAY SCREEN EQUIPMENT

“The employer shall see to it that an employee who normally has to work with a display screen for more than one hour during the working day undergoes an eye examination.”

CHAIR ADJUSTMENT

- Set the height so that you can sit comfortably with both feet on the floor, and angle the seat so that your hips are at an angle of approximately 110-120° (A).

- Set the seat depth so that your back touches the back rest comfortably without the seat pressing against the back of your knees.

- Set the angle and height of the back rest so that your lower back and shoulders have good support; the angle should be roughly 20° backwards.

- Set the height and position of the arm rests if there are any so that your elbows rest on them when your upper arms are hanging straight down with your elbows at an angle of approximately 90° (see B on next page).
**WORKING POSTURE**

- Adjust the **height of the desk** so that your lower arms can rest on the desk (C).

- Place the **screen** at arm’s length (roughly 60–80 cm) so that you can look straight forward and slightly downwards (D).

- **Set the height of the screen** so that your gaze is angled downwards at roughly 20–30°; no part of the screen should be above eye level (E).

- Place the **keyboard** straight in front of you and far enough away (roughly 10–15 cm) that your wrists can rest on the desk between the edge of the desk and the keyboard (F).

- Place the **mouse** or other steering device at the same height as the keyboard so that you can work with your arm close to your body and your lower arms resting on the desk.
WORKING TECHNIQUE

■ Grip the mouse loosely and vary which hand you use if possible.

■ Keep your wrists as straight as possible (G).

■ Use the keyboard and function keys (shortcuts) as much as possible.

■ Make sure your lower arms are supported.

■ Don’t forget to take regular micro-breaks!

Don’t forget!

Flexibility! We are made to move, so make sure to vary your working posture and your working environment during the day so that you keep healthy and avoid excess strain.