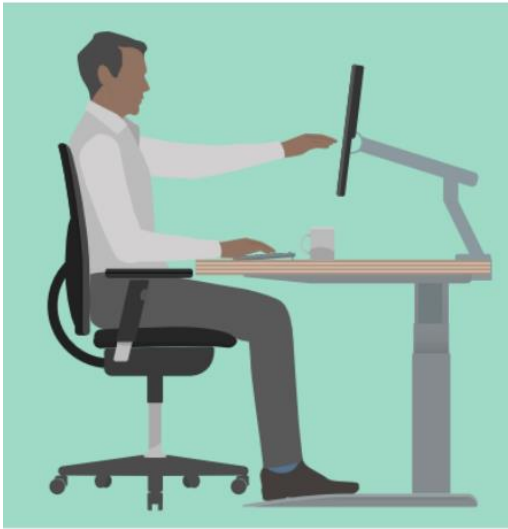


Display Screen Equipment (DSE) Use Advice Sheet



Picture from Posturite

Workstation Set Up: Key Tips

- Set seat height: knees approximately at right angles and hips just above knees.
- Ensure your feet are flat on the floor. If they aren't then you will need to place something under them.
- Adjust the back rest (height and tilt) to support your back.
- Forearms parallel to the desk.
- Screen approximately arms-length from you.
- Top of the screen approximately at eye-level.

Avoiding DSE related problems

- ✓ Change position regularly – aim to stretch/change position every 40-60 minutes. *Consider use of a timer.*
- ✓ Walk more – go for a walk at lunch; park the car a bit further away to ensure you are walking more.
- ✓ Set up your workstation correctly each time you begin work at the desk.
- ✓ Take allocated breaks and use the opportunity to walk or change position.
- ✓ Avoid holding phone between your ear and shoulder.
- ✓ Vary tasks where possible to avoid prolonged repetitive work.
- ✓ Regular stretches.



Using a Laptop: Key Tips

- Where possible, set up as per workstation tips above.
- Consider raising laptop and using external keyboard/mouse if difficulty looking down to type.
- Break up periods of laptop work regularly.