

ERGONOMIC TIPS FOR A HEALTHIER WORKSPACE

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SOME SIMPLE ERGONOMIC TIPS TO IMPROVE YOUR WORKSPACE!



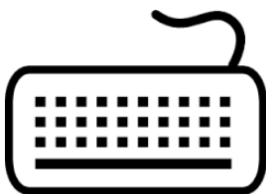
Use your chair properly

Your chair is your most valuable asset when at your workstation. Adjust your chair so your feet are flat on the floor or foot stool. Allow your arms to float over the keyboard and ensure your lower back is fully supported by the lumbar support in your chair.



Position your screen correctly

To reduce eyestrain, position your screen at least 20-30 inches from your face (at arm's length). To decrease neck strain, the screen should be centered directly in front of you at eye height and tilted up a bit so the screen surface is perpendicular to your face.



Position and adjust your keyboard correctly

Awkward wrist, arm and shoulder position may lead to discomfort and/or injury. The keyboard should be placed directly in front of the screen. Adjust the height and angle of the keyboard. Your arms should be parallel with the floor.



Avoid Glare

There are several options available to assist in the reduction of glare, these may include blinds on windows, reflective material etc. In addition adjustable task lighting will help to minimise glare, reduce eyestrain and headaches. To avoid glare on the screen, position the light to the side of the monitor, rather than behind or in front of it.



Give your eyes a break— Use the 20-20-20 rule

Every 20 minutes, for 20 seconds focus on an object 20 feet away. This allows your eye muscles to rest. Also, blink more, people under normal conditions blink 12 to 15 times a minute, but those reading on a screen blink only 7 times.



Vary your position between sitting and standing

Standing even occasionally during your workday is good for your health. Make small changes—stand during phone calls, mix it up and vary your activity/tasks.



Get Up and Move

Take a short walk during your lunch break or send your print jobs to a location that requires you to get up and walk a short distance. **Change your posture** frequently to minimise fatigue.

See “[Get up and Move](http://www.hse.ie/safetyandwellbeing)” campaign at www.hse.ie/safetyandwellbeing and [FAQ](#) on Display Screen Equipment (DSE) for more information.

See **Diagram 1** below for an optimal posture while at your workstation.

