

DISPLAY SCREEN EQUIPMENT (DSE)

1.0 INTRODUCTION

The objective of this display screen equipment (DSE) guidance is to enable the employer to:

- Optimise physical safety aspects of the work by effectively managing the setting up of employee workstations and their immediate working environments making use of ergonomic principles.
- Manage the levels and methods of usage of display screen Workstations.
- Meet the requirements of the Health & Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002.
- Ensure adequate information, instruction and training is given to employees using the equipment.

The Employer is legally required to:

- Assess appropriate DSE workstations and take all reasonably practicable steps to minimise risks to the health and safety of employees. Assessments should be recorded and reviewed when significant changes occur.
- Ensure that workstations satisfy the minimum requirements that are set (Schedule 1) for the display screen, keyboard or other input device, any optional accessories to the equipment, disk drive, telephone, modem, printer, document holder, desk and chair, working environment, task design and software.
- Organise the work so that there are suitable breaks or changes of activity.
- Provide adequate instruction, information and training to enable display screen users to work safely and without risk to their health.

2.0 REGULATORY GUIDANCE - DEFINITIONS

"Display Screen Equipment" means - Any alphanumeric or graphic display screen regardless of the display process involved. Excluded are screens whose main use is to show television or film pictures

"Operator" means - A person who habitually uses work equipment as a significant part of his / her normal work.

"Use" means - Use in connection with work.

"User" means - An employee who habitually uses DSE as a significant part of his / her normal work whether they are required to work:

- At their own employers workstation.
- At a workstation at home
- At another employers workstation

Workers who do not input or extract information by means of DSE are generally not regarded as users.

The possible risk factors associated with DSE use are mainly those leading to musculoskeletal problems, visual fatigue and stress. The likelihood of experiencing these is related mainly to the frequency, duration, intensity and pace of the periods of continuous use of DSE, combined with other factors such as the amount of discretion as to the extent and methods of DSE use. The combination of factors which give rise to risks makes it impossible to set rigid rules as to who should be classed as a user or operator

Where it is clear that use of DSE is more or less continuous on most days, the people concerned should be regarded as users or operators. Where use is less continuous or frequent other factors connected with the job must be assessed

It will generally be appropriate to classify the person concerned as a user or operator if most or all of the following criteria apply.

- The individual is highly depends on the use of DSE to do the job, as alternative means are not readily available for achieving the same results.
- The individual has little discretion as to use or non-use of the DSE.
- The individual needs significant training and / or particular skills in the use of DSE to do the job.
- The individual normally uses DSE daily for continuous or near continuous spells of an hour or more at a time.
- The individual uses DSE in this way more or less daily.
- Fast transfer of information between the user and screen is an important requirement of the job.
- The performance requirements of the system demand high levels of attention and concentration by the user, for example, where the consequences of error may be critical.

Part-time workers should be assessed using the same criteria. Where a part time worker spends most of the time on DSE work they should be classed as a user.

"Workstation" means an assembly comprising:

- DSE (whether provided with software determining the interface between the equipment and its operator or user, a keyboard or any other input device).
- Any optional accessories to the DSE.
- Any disk drive, telephone, modem, printer, document holder, work chair, work desk, work surface or other item peripheral to the DSE, and
- The immediate work environment around the DSE.

3.0 WHICH DISPLAY SCREEN EQUIPMENT IS INCLUDED?

- The definition of DSE covers both conventional (cathode ray tube) display screens and other types such as liquid crystal or plasma displays used in flat-panel screens, touch screens and other emerging technologies.
- Display screens mainly used to display line drawings, graphs, charts or computer generated graphics are included as are screens used in work with television or film pictures.
- The definition is not limited to typical office visual display units (VDU) but covers for example non-electronic display systems such as microfiche.
- DSE used in factories and other non-office workplaces is included (subject to listed exceptions) although in some situations such as screens used for process control or CCTV certain requirements may not apply.
- The use of DSE not covered by the regulations is still subject to other general health and safety legislation e.g., lighting requirements, heating requirements, general requirements for training and instruction etc.
- Where a display screen is in use but the Display Screen Equipment Regulations do not apply, the assessment of risks and measures taken to control them should take account of ergonomic factors applicable to display screen work. This is also true where these regulations do not apply because the display screen is not used by a user
- Portable DSE (laptops) that are habitually in use by a display screen user or operator for a significant part of their normal work, are covered by the regulations.
- Display screen regulations also apply to the “prolonged” use of hand held computers mobile phones and personal organisers used to compose and edit text, view images and connect to the Internet.
- Mobile phones that are in prolonged use only for spoken conversations are excluded.
- While some of the specific minimum requirements in the schedule may not be applicable to portables in prolonged use, employers should still ensure that such work is assessed and measures taken to control risk.

Nothing in the regulations shall apply in relation to:

- Drivers cabs or control cabs for vehicles or machinery
- Display screen equipment on board a means of transport
- Display screen equipment mainly intended for public operation
- Portable systems not in prolonged use
- Calculators, cash registers or any equipment having a small data or measurement display required for direct use of the equipment; or
- Window typewriters.

The exclusion for publicly operated equipment is for DSE mainly provided for short-term use by the general public, such as cash point machines, microfiche readers and computer terminals in libraries. It does not extend to DSE available to the public but provided mainly for users.

Small data displays are excluded because such displays are not generally monitored intensively for long continuous periods.

Application of the DSE Regulations to special groups of workers Home-workers and Tele-workers

- DSE regulations apply to the home-worker whether they are working at home or another location and whether the workstation is provided in whole, or in part by the employer.
- Where it is not practical for the Employer to send someone to undertake the DSE assessment at the employee's home, the employee should be trained to undertake their own risk assessments, this may be done using a suitable checklist which can be subsequently forwarded to their Employer.
- Suitable information, instruction and training about health and safety relating to DSE use is needed by the home worker (e.g. basic ergonomics, posture, taking breaks etc.)
- Home-workers need clear channels of communication with their employer to report and resolve ergonomic defects or other safety issues.

Agency workers

- Where a DSE worker supplied by an agency / employment business becomes an employee of the host employer, the duties under the DSE regulations fall to the host employer.
- In other situations where the worker is an employee of the agency or is self-employed both the agency / employment business and the host (client) will have duties under the Display Screen Regulations.

Host employers should:

- Assess risks to agency workers using their workstations
- Ensure all workstations comply with minimum requirements
- Ensure activities are planned so that agency workers can have breaks from DSE work.
- Provide training to agency workers when their workstation is being modified
- Provide information to agency workers about risks, risk assessment and risk reduction measures; and additionally to users about breaks and training when workstation modifications are undertaken.

Employment businesses / agencies should

- On request provide eyesight tests (and special corrective appliances where required) to agency workers who are their employees.
- Provide health and safety training for such workers.
- Provide information to such workers about eye tests and training
- Check that host employers carry out their duties to
 - Conduct risk assessments of the workstations to be used
 - Ensure that the workstations comply with minimum requirements.
 - Plan for breaks or changes in activity for users.

- Provide information to agency workers as specified above

4.0 REGULATIONS

The regulations require that:

2 (1) every employer shall perform a suitable and sufficient analysis of those workstations which:

(a) (Regardless of who has provided them) are used for the purposes of his undertaking by users; or

(b) Have been provided by him and are used for the purposes of his undertaking by operators,

For the purposes of assessing the health and safety risks to which those persons are exposed in consequence of that use.

(2) Any assessment made by an employer in pursuance of paragraph (1) shall be reviewed by him if:

There is reason to suspect that it is no longer valid; or

(a) There has been a significant change in the matters to which it relates;

And where as a result of any such review changes to an assessment are required the employer concerned shall make them.

(3) The employer shall reduce the risks identified in consequence of an assessment to the lowest extent reasonably practicable.

(4) The reference in paragraph (3) to an assessment is a reference to an assessment made by the employer concerned in pursuance of paragraph (1) and changed by him where necessary in pursuance of paragraph (2).

Regulation 3

*(1) Every employer shall ensure that any workstation which may be used for the purposes of his undertaking meets the requirements laid down in the schedule to these Regulations to the extent specified in paragraph 1 thereof
1 An employer shall ensure that a workstation meets the requirements laid down in this schedule to the extent that-*

(a) Those requirements relate to a component which is present in the workstation concerned.

(b) Those requirements have effect with a view to securing the health, safety and welfare of persons at work; and

- (c) The inherent characteristics of a given task make compliance with those requirements appropriate as respects the workstations concerned*

Regulation 4

Every employer shall so plan the activities of users in his undertaking that their daily work on display screen equipment is periodically interrupted by such breaks or changes in activity as reduces their workload at that equipment.

Regulation 5

(1) Where a person:

(a) Is a user in the undertaking in which he is employed; or

(b) is to become a user in the undertaking in which he is, or is to become employed,

The employer who carries on the undertaking shall if requested by that person, ensure that an appropriate eye and eye sight test is carried out on him by a competent person within the time specified in paragraph (2), any such test shall be carried out by a competent person.

(2) The time referred to in paragraph (1) is -

(a) In the case of persons mentioned in paragraph (1) (a) as soon as practical after the request; and

(b) In the case of a person mentioned in paragraph (1) (b), before he becomes a user.

(3) At regular intervals after an employee has been provided with an eye and eye sight test in accordance with paragraphs (1) and (2), his employer shall, subject to paragraph (6), ensure that he is provided with a further eye and eye sight test of an appropriate nature, any such test being carried out by a competent person

(4) Where a user experiences visual difficulties which may reasonably be considered to be caused by work on display screen equipment, his employer shall ensure that he is provided at his request with an appropriate eye and eye sight test, any such test to be carried out by a competent person as soon as practical after being requested as aforesaid.

(5) Every employer shall ensure that each user employed by him is provided with special corrective appliances appropriate for the work being done by the user concerned where:

(a) Normal corrective appliances cannot be used; and

(b) The result of any eye test which the user has been given in accordance with this regulation shows such provision to be necessary.

(6) Nothing in paragraph (3) shall require an employer to provide any employee with an eye test against that employee's will.

Regulation 6

(1) Where a person:

(a) Is a user in the undertaking in which he is employed; or

(B) is to become a user in the undertaking in which he is, or is to become employed,

The employer who carries on the undertaking shall ensure that he is provided with adequate health and safety training in the use of any workstation upon which he may be required to work.

(1A) In the case of a person mentioned in sub paragraph (b) of paragraph (1) the training shall be provided before he becomes a user.

(2) Every employer shall ensure that each user at work in his undertaking is provided with adequate health and safety training whenever the organisation of any workstation in that undertaking upon which he may be required to work is substantially modified.

Regulation 7

(1) Every employer shall ensure that operators and users at work in his undertaking are provided with adequate information about -

(a) all aspects of health and safety relating to their workstations; and

(b) Such measures taken by him in compliance with his duties under regulations 2 and 3 as relate to them and their work.

(2) Every employer shall ensure that users at work in his undertaking are provided with adequate information about such measures taken by him in compliance with his duties under regulations 4 and 6(2) as relate to them and their work.

(3) Every employer shall ensure that users employed by him are provided with adequate information about such measures taken by him in compliance with his duties under regulations 5 and 6(1) as relate to them and their work.

5.0 HEALTH EFFECTS OF DISPLAY SCREEN ASSESSMENT WORK

Workstation use has been associated with a range of symptoms, often reflecting bodily and visual fatigue. These can be a result of poor posture, poor workstation layout, poor lighting, prolonged usage, software problems, unmanaged working practice etc. Symptoms could typically include:

- Visual discomfort (especially contact lens users), headaches, fatigue, and nausea.
- Mental and physical stress.
- Soreness, aches, pains and tingling of fingers, hands or wrists.
- Aches and pains in back, neck, arms and shoulders.

Published advice indicates that certain effects can be minimised or possibly eliminated by setting up and using the workstations correctly in accordance with ergonomic principles.

Employees experiencing any of the symptoms above should report the problem to Management at the earliest opportunity in order that necessary corrective actions may be taken before conditions deteriorate. Epilepsy sufferers have generally not been known to suffer seizures as a result of display screen use, however, those employees who suffer from epilepsy and who could react adversely should seek reassurance from their own General Practitioners.

6.0 ANALYSIS OF WORKSTATIONS TO ASSESS RISK

- Managers are to ensure that an analysis is conducted for appropriate workstations within their area of responsibility.
- Following the provision of relevant information and guidance, instruction sheets and an assessment form by the assessor, the users will carry out self-assessment of the workstation using the form supplied, comparing their findings against the detailed requirements listed in accompanying documentation.
- On completion, the forms are to be returned to the assessor who in conjunction with management will investigate any problem areas and non-compliances. Corrective actions will be undertaken by Management to reduce the risk to the lowest extent reasonably practicable.
- General assessment records will be held on file by management. Records containing personal details for example eye and eye sight tests are to be placed in the individual's personnel files.
- Assessments will be reviewed where change has occurred and the current assessment is considered no longer valid

7.0 WORKSTATION REQUIREMENTS

The purpose of the analysis is to ensure that the equipment is not a source of risk to the health of the user. Guidance to the regulations gives the extent that employers must comply with the regulations as being:

- “That those requirements relate to a component which is present in the workstation concerned”.
- “That those requirements have effect with a view to securing the health, safety and welfare of persons at work”.
- That “The inherent characteristics of a given task make compliance appropriate as respects the workstation concerned”.
- Guidance to the regulations states that; “where employers have work stations that do not comply they should take steps to ensure that display screen users do not use them”.

8.0 SCHEDULE SETTING OUT THE MINIMUM SAFETY AND HEALTH REQUIREMENTS FOR WORK WITH DISPLAY SCREEN EQUIPMENT

Display Screen

- The characters on the screen shall be well defined and clearly formed, of adequate size and with adequate spacing between the characters and lines.
- The image on the screen should be stable, with no flickering or other forms of instability.
- The brightness and the contrast between the characters and the background shall be easily adjustable by the operator or user.
- The screen must swivel and tilt easily and freely to suit the needs of the user.
- It shall be possible to use a separate base for the screen or an adjustable base.
- The screen shall be free of reflective glare and reflections liable to cause discomfort to the user.

Keyboard

- The keyboard shall be tilt able and separate from the screen so as to allow the user to find a comfortable working position, avoiding fatigue in the arms or hands.
- The space in front of the keyboard shall be sufficient to provide support for the hands and arms of the user.
- The keyboard shall have a matt surface to avoid reflective glare.
- The arrangement of the keyboard and the characteristics of the keys shall be such as to facilitate the use of the keyboard.
- The symbols on the keys shall be adequately contrasted and legible from the design working position.

Work desk or work surface

- The work desk or work surface shall have a sufficiently large, low-reflectance surface and allow a flexible arrangement of the screen, keyboard, documents and related equipment.
- Any document holder shall be stable and adjustable and shall be positioned so as to minimise the need for uncomfortable head and eyemovements.
- There shall be adequate space for users to find a comfortable position.

Work chair

- The work chair shall be stable and allow the user easy freedom of movement and a comfortable position.
- The seat shall be adjustable in height.
- The seat back shall be adjustable in both height and tilt.
- A footrest shall be made available to any operator or user who wishes one.

Environment

- Space requirements.
- The workstation shall be dimensioned and designed so as to provide sufficient space for the user to change position and vary movements.

Lighting

- Any room lighting or task lighting provided shall ensure satisfactory lighting conditions and an appropriate contrast between the screen and the background environment, taking into account the type of work and the vision requirements of the operator or user.
- Possible disturbing glare and reflections on the screen or other equipment shall be prevented by co-ordinating workplace and workstation layout with the positioning and technical characteristics of the artificial light sources.

Reflections and glare

Workstations shall be so designed that sources of light, such as windows and other openings, transparent or translucent walls, and brightly coloured fixtures of walls cause no direct glare and no distracting reflections on the screen.

Noise

Noise emitted by equipment belonging to any workstations shall be taken into account when a workstation is being equipped, with a view in particular to ensuring that attention is not distracted and speech is not disturbed.

Heat

Equipment belonging to any workstation shall not produce excess heat that could cause discomfort to users.

Radiation

All radiation with the exception of the visible part of the electromagnetic spectrum shall be reduced to negligible levels from the point of view of the protection of operators' or users health and safety.

Humidity

An adequate level of humidity shall be established and maintained.

Interface between computer and operator/user

- In designing, selecting, commissioning and modifying software, and in designing tasks using DSE, managers/supervisors shall take into account the following principles:
- Software must be suitable for the task;
- Software must be easy to use and, where appropriate, adaptable to the level of knowledge or experience of the operator or user; no quantitative or qualitative checking facility may be used without the knowledge of the users;
- Systems must provide feedback to users on the performance of those systems;
- Systems must display information in a format and at a pace which are adapted to users;
- The principles of software ergonomics must be applied, in particular, to human data processing.

9.0 DAILY WORK ROUTINE OF USERS

- Wherever possible the tasks carried out at the workstation should be organised to consist of a mix of screen-based and non screen-based work to prevent fatigue and to provide variety of visual and mental activity.
- Where the work cannot be organised in this way and involves sustained periods of screen based activity deliberate breaks or pauses are to be introduced.
- The timing of the breaks or pauses will depend on the nature of the work but generally short frequent breaks are preferable to occasional longer breaks.
- Where possible breaks should be taken away from the screen.

10.0 EYE TESTS AND VISION SCREENING

- Each employee recognised by the manager as a "User" will be recommended to undergo 'vision screening'. The purpose of vision screening is to identify those employees who need corrective appliances specifically for display screen work.

- Employees who are required to use VDUs will be recommended to have an eye sight test on taking up employment within The Company.
- The regulations require that on request by an employee deemed to be a “User” a full eye examination by an optometrist is to be made available, the cost of the examination being met by The Company.

Corrective Appliances

- Special corrective appliances (spectacles) provided to meet the requirements of the regulations will be those appliances prescribed to correct vision at the viewing distance specifically for the display screen work concerned.
- “Normal” corrective appliances are spectacles prescribed for any other purpose. Please note that experience has shown that in most working populations only a minority (less than 10%), will need special corrective appliances for display screen work.

Procedure for reimbursement of costs

- Employees identified as “Users” should complete the Eye Test Form.
- The Optician carrying out the eye sight test and the appropriate Manager are required to sign the form. Completed forms should be forwarded to the company’s Financial Section for payment.

11.0 INFORMATION AND TRAINING

Managers are to ensure that each 'User' has received adequate instruction, information and training.

Information should cover

- All aspects of health and safety relating to their workstation.
- Information concerning their workstation requirements, assessment and its evaluation

Training should cover

- The desirability of comfortable posture and the importance of postural change.
- Use of the various adjustment mechanisms on the workstation furniture and other equipment so that stress and fatigue can be minimised.
- Use and arrangement of workstation items to facilitate good posture, prevent over-reaching and avoid glare and reflection on the screen.
- The need for regular cleaning of screens and inspection / maintenance of other workstation components.
- The need to take advantage of breaks and changes in activity.
- The need for short frequent rest breaks (5 minutes each hour or so is better than 15 minutes every 3 hours) or changes in work tasks.

12.0 EFFECTS ON PREGNANT WOMEN

- In the 1980s there was considerable public concern about reports of higher levels of miscarriage and birth defects among some groups of female display screen users, allegedly due to electromagnetic radiation. Many scientific studies have been carried out, but taken as a whole their results do not show any link between miscarriages or birth defects and working with DSE.
- In the light of this evidence pregnant women do not need to stop work with DSE. However, to avoid problems caused by stress and anxiety, **women who are pregnant or planning a family and are worried about working with DSE should be given the opportunity to read HSE guidance on the subject and also discuss their concerns with their own general practitioner.**

13.0 WORK WITH PORTABLE DISPLAY SCREEN EQUIPMENT

- Portable DSE such as laptop and notebook computers is subject to the DSE regulations if it is in prolonged use. The design of portable DSE can include features (such as smaller keyboards or a lack of keyboard / screen separation) that may make it more difficult to achieve a comfortable working posture. Portable DSE is also used in a wider range of environments some of which are poorly suited to DSE work.

Risk assessment

- A solution is to provide portable DSE users with suitable information and training to allow them to make their own risk assessments and apply corrective actions to control those risks identified e.g. poor posture. The risk assessment could be done informally by the user and need not be recorded.
- Where the portable is in lengthy or repeated use in the same location the assessment should be recorded.
- In all cases portable users need to be alert to potential risks and report any problems to their employer.
- As well as the risks associated with the operation of desk top and portable DSE additional risks specific to portable equipment and which need to be taken into account are:
 - Manual handling risks when moving between locations (other ancillary equipment may add to the weight).
 - Risk of theft possibly involving assault.

Selection of equipment

- Look for as low a weight as possible for the portable computer and keep accessories as few and as light as possible.
- Choose as large and clear a screen as possible that can be used comfortably for the task to be done.
- Where available opt for a detachable or height adjustable screen.
- Use a lightweight carrying case with handle and shoulder straps. To reduce risk of theft or assault do not use branded laptop cases.
- Look for tilt adjustable keyboards
- Choose laptops capable of being used with a docking station and / or a facility for attaching an external mouse, keyboard and / or numeric keypad where these are likely to help the user to work comfortably.

Task planning

- Set up the portable on a suitable surface wherever possible, avoid use for extended periods in situations where bad working posture would result.
- Use docking stations or similar equipment at workstations where portable computers will be in lengthy or repeated use.
- Ensure that staff only uses portables when away from their main place of work.
- Minimise the use of portable computers in non-ideal situations such as in cars.

Theft

- Tasks should be designed in such a way that lone users are not expected to carry or use portables in circumstances where theft is likely.
- Users are to take sensible precautions such as not leaving portables on view in unattended cars or in luggage.

COMPUTER WORKSTATION ERGONOMICS	
EQUIPMENT LOCATION, SET-UP AND LAYOUT	
1	LOCATION
(a)	Wherever possible your workstation should be placed in a position where there is good natural light into your work area, preferably from a side window at 90 degrees to the monitor screen, to avoid glare or reflections.
(b)	Try not to position the monitor in front of a window or light source, there is likely to be too much contrast. Positioned with a window or light source behind the user will lead to excessive glare and reflections.
2	DESK LAYOUT
(a)	Organise your desk wherever practical so that the most needed items are easily reachable, thus preventing awkward stretching and twisting movements which could lead to back pain or injury. Generally on a horizontal plane it should be relatively easy to reach items within 600mm to each side and 450mm in front of you as you sit at the workstation. (Refer to Fig 1.)
(b)	Create sufficient room to work, especially if multi-tasking. Where necessary investigate the possibility of placing equipment on stands or arms to create more desk space.
(c)	The height of the desk and seat should be set to suit the user, so that any hand work can normally be done at elbow level or below, thus preventing tiredness from constant raising of the forearm.
(d)	Leg freedom - ensure no obstacles are stored under your desk that could obstruct free leg movement e.g. boxes, waste paper bins etc. An under desk floor space reaching back to a depth of 600mm is regarded as optimum.
(e)	Desk thickness should be the minimum necessary to provide adequate strength. A typical maximum is 30mm. Worktops thicker than this tend to restrict comfort because they do not provide sufficient clearance for the thighs whilst still allowing the hands to be around elbow height.
3	MONITOR SCREEN
(a)	The screen wherever possible should be positioned directly ahead of your seated position.

(b)	Position your screen at a suitable distance that is easy for you to read, this will normally be at arm's length from the body (around 500mm).
(c)	The monitor should be adjusted to prevent unnecessary head and neck movement when viewing work on screen. Generally when seated correctly, the top of the visible area of screen should be at eye level. To view the lower edge of the screen should require lowering the eyes or head through no more than 15-20 degrees.
(c)	The monitor should be adjusted to prevent unnecessary head and neck movement when viewing work on screen. Generally when seated correctly, the top of the visible area of screen should be at eye level. To view the lower edge of the screen should require lowering the eyes or head through no more than 15-20 degrees.
(d)	Contrast - ensure you know how to adjust the screen contrast / brightness to a level that is comfortable for you.
(e)	Reflections - unless the office faces due north, facing the computer screen towards unshielded windows will cause glare and reflections. If you have difficulties with reflections on your screen, investigate the workstation position, equipment layout, lighting levels, the use of window blinds or tinted window film. Consider the use of backgrounds in pastel shades, the use of an anti-glare screen or a screen hood.
(f)	Flickering screens - avoid large areas of white if your screen appears to flicker.
4	DOCUMENT HOLDER
(a)	<p>If your work involves a lot of copy typing from a document holder make sure the document holder is at a similar height, angle and as close to the side of your screen as possible. The side chosen will depend on which eye is dominant.</p> <p>For non touch typists, try positioning the copy holder behind the keyboard, this enables data to be scanned along with the keys.</p>
(b)	A copy holder attached to a hinged arm above the desk, to the side of the screen, saves space and means viewing distance can be varied for "text" size.
5	KEYBOARD
(a)	Have your keyboard at a comfortable distance from your body so that your arms are relaxed whilst typing.
(b)	Ensure that you have space to rest your hands / wrists when not typing - make sufficient space available in front of your keyboard.

(c)	Avoid 'over-reaching' for keys - outer keys should be operated by hand movement - not over-stretching of the fingers.
(d)	Use as soft a touch as possible on your keyboard.
(e)	The inner part of your wrist where your pulse is often taken is soft - do not rest this part of the wrist on desk edges or the edges of wrist rests, as you may inhibit the blood flow to the hands and fingers.
(f)	Try to type with the wrists straight, not angled upwards. A wrist rest to the front of your keyboard raises the palms, thereby decreasing the angle between forearm and hand which in turn reduces tension at the wrist.
6	MOUSE
(a)	It is recommended that a mouse mat is always used.
(b)	Ensure that the mouse is easily accessible and in a comfortable position for you to use. Avoid having to stretch.
(c)	A light pressure when operating the mouse is recommended.
(d)	Do not bend your wrists whilst using the mouse - occasionally vary the fingers you use and the way you hold the mouse.
(e)	Mice are available in many designs and sizes, If your mouse proves uncomfortable in use, try other designs or sizes.
(f)	Mouse pointer - The speed of the mouse pointer can be adjusted to suit the width of your screen, if your screen is wide speed up the pointer - if the screen is narrow slow it down to enable you to position the pointer easily.
7	WORK CHAIR
(a)	Chair adjustment - ensure you are familiar with your chair's adjustment features, and how to adjust them to give you most comfort. Retain a copy of the handbook for reference.
(b)	Chair backrest - ensure that the backrest is adjusted to give support to your middle and lower back.
(c)	Chair height - adjust your chair so that the central row on the keyboard and your elbows are approximately at the same level, and that your arms are suitably relaxed from your shoulders.

(d)	Foot rest - once your chair is properly adjusted to optimise your working posture, your feet should be able to be placed flat on the floor - if your seat is then found too high, a footrest should be used which has adjustment to ensure your feet can be placed flat on the footrest - adjust the footrest tilt where necessary.
(e)	Workers who suffer from back, shoulder or neck pain may require a high supportive backrest or other features such as adjustable tilt.
(f)	If any lifting is required to be carried out whilst seated, the equipment and workstation should be arranged so that the object can be kept close to the body thus keeping twisting or stretching to a minimum. Lifting even fairly light loads when seated should be kept to a minimum as this can place a strain on the back.
8	CABLES
(a)	Cable management - trailing cables can be dangerous - organise them.
(b)	Make sure your cabling to the monitor, processor, keyboard and other equipment does not restrict your preferred location and usage of the various items of desktop equipment.
9	SOFTWARE
(a)	Fonts and Colours - use easy to read fonts and restrict the number of colours in use at any time.
(b)	Be aware of how to set up and maintain the toolbars you need -remove any unnecessary toolbars from view to avoid clutter on the screen.
PHYSICAL FACTORS	
10	YOUR POSTURE
	Your body posture when sitting is important, the pelvis should tilt forward allowing the spine to hold its natural “S” shape.
(a)	Maintain the inward curve in the lower back when sitting and avoid leaning to one side or the other. Always sit back in the chair in a manner that maintains contact between your back and the seat back. Always move the seat to attain the correct working position rather than move your body on the seat.
(b)	The approximate distance from the back of the knee to the seat edge should be around 50mm in order not to restrict blood circulation to the legs.

(c)	Adjust the way you sit from time to time - learn to relax and lean back to relieve tension. Some seating may incorporate tilting or a rocking mechanism.
(d)	Avoid slouching in a manner where the angle of the pelvis leans backwards. This results in excessive strain and compression on the disks in the lumbar region of the spine. Breathing is also likely to be restricted.
(e)	Do not perch on the front edge of the seat.
(f)	Ensure you have sufficient leg room under the desk.
(f)	Correct Screen adjustments and viewing distance will enable you to read with minimum movement of the head, using mainly eye movement.
(g)	Be aware of changing lighting conditions in your workplace - where necessary adjust your screen (brightness, tilt and swivel) to complement changing lighting conditions throughout your work period.
11	YOUR EYES
(a)	Ensure that any eye sight difficulties have been diagnosed and treated.
(b)	If you wear lenses or glasses, ensure that these are suitable for your type of work.
(c)	Ensure where necessary that you have regular eye sight tests.
(d)	Dryness of the eyes can occur from spending long periods at a computer screen - frequent blinking will help lubricate the eyes.
(e)	Clean your screen regularly - dirty screens will inhibit clear vision.
12	OTHER PHYSICAL FACTORS
(a)	Make sure you are sufficiently warm to work effectively - especially your arms, hands and fingers.
(b)	Be aware of the effects from any recreational or sports activity carried out outside the sphere of work that may cause you discomfort whilst at work.
13	TRAINING
	Suitable instruction, information and training is required to ensure you are adequately trained in health and safety aspects of workstation use.
(a)	Knowledge of the appropriate adjustment mechanisms for customising the workstation components.

(b)	Awareness of ergonomic considerations applicable to workstation use.
(c)	Reduce stress by ensuring you are adequately trained in the use of software packages you are required to use on your computer.
14	SELF ORGANISATION
(a)	Organise your own workload to maintain a constant flow of work wherever possible.
15	WORK BREAKS
(a)	Try not to work at your computer continually. Wherever possible vary the work routine by doing some work away from the workstation.
(b)	Plan short rest breaks that can be taken at intervals throughout the working day.
YOUR WORKING ENVIRONMENT	
	Where you have control over your working environment, the following recommendations will enable you to work more comfortably. If you have little or no control over your environment, at least general awareness will make identification of the problem for discussion, simpler.
(a)	You should be able to read your documents and your screen easily and in comfort. Alter the lighting in your office if necessary.
(b)	Work in lighting that complements the contrast / brightness of your screen. Dark screen backgrounds work best with room lighting lowered to suit. Where you have no control over the room lighting, adjust the brightness and colours on your screen to give the most comfortable light level.
(c)	If you are disturbed by bright sunlight / lighting from windows etc. ensure that the windows can be screened with curtains or blinds. Use these where necessary.
(d)	Do not sit in draughty areas.
(e)	The temperature in a sedentary office should be in the range 19-23°C. If the air temperature is uncomfortable consider a desk fan, also investigate the feasibility of adjusting the thermostat.