Tips for Computer-based working

Your role may involve working at a computer for periods of time. To help ensure you are working comfortably and safely we have prepared some helpful tips for you.

Ensure you maintain good posture while working. Good posture involves the key features shown below:

1. The top of the monitor is at eye level
2. The head and neck are in line with the torso
3. The shoulders are balanced and relaxed, not hunched
4. The elbows are close to the body and supported
5. The lower back is fully supported with an adjustable seat back. The seat height is also adjustable
6. The wrists and hands are in line with the forearms, which are horizontal. The recommended angle between the forearm and upper arm is 90 degrees
7. There is enough room for the keyboard and mouse, and space to support the hands and wrists during operation
8. The feet are flat on the floor or positioned appropriately on a footrest

It is also important to ensure you take regular breaks away from looking at the screen. The following advice is recommended:

- You should take 15-second micro-breaks every 10 minutes. Even such short breaks can relax you and improve your concentration level.

- During a break you should:
    o Look away from the screen, focus on an object at least 20 feet (6 metres) away
    o Exercise your neck, shoulders and wrists

- In addition, you should get up and leave your computer for 10 minutes every hour.

- During this longer break you should:
    o Do work that doesn't require screen time
    o Do more thorough stretching exercises
    o Walk briskly or climb the stairs in order to get your blood flowing

- Drink plenty of water to ensure you stay hydrated