

Take the quiz !

- The desk is adjustable in height. Satisfactory
To some extent satisfactory
Not at all satisfactory
- The height adjustment of the chair enables the elbows to be at the same height as the work surface, and the feet to remain on the floor (or a footrest is available, in case the height of the desk is non-adjustable).
- The chair's backrest is adjustable in height.
- The depth of the seat surface is adjustable and/or allows for a space of about four fingers between the front of the chair and the backside of the knees.
- It is possible to tilt the backrest and the tension of the return spring is adjustable according to the needs of your body shape.
- The armrests are adjustable in height and/or are placed at the height of the desk and their length does not impede approaching the desk.
- The screen is situated directly in front of you, at a comfortable distance and its top edge is situated at eye level (or lower if you wear glasses with progressive lenses).
- The screen is perpendicular to the windows (or failing that, the windows are equipped with blinds) and the wall in front is at least 2 to 3 meters away.
- The keyboard and the mouse are placed close together and situated at a distance of 10 to 15 cm from the edge of the desk.
- The telephone is easy to reach and functions correctly.
- Paper documents are placed in line with the neck and between the screen and the keyboard. A document holder might be available.
- The space available above and under the desk is sufficient and the desk surface is tidy (a drawer unit is available to store documents so that enough space is available on the desk surface).

Number of red boxes ticked	x0	
Number of yellow boxes ticked	x1	
Number of green boxes ticked	x2	
Total score		/24

Between 18 and 24 : correct workstation setup
Between 12 and 17 : room for improvement
Less than 12 : inadequate workstation setup

More information ?

Your internal prevention consultant or your employer are there to answer your questions. Your employer can consult the prevention consultant-occupational physician or the prevention consultant-ergonomist of spmt arista's risk management department for advice or an intervention.



External Service for Prevention and Protection at Work

Rue Royale 196 • 1000 Brussels
 T. +32 (0)2 533 74 11 • info@spmt-arista.be
www.spmt-arista.be

www.pym.be

Working at a computer screen

Tips to improve your workstation



Responsible editor : Nicolas Bodson, rue Royale, 196, 1000 Brussels. This edition is protected by copyright. June 1st 2016. INF_UK_COM_004 v1 13/09/16



Your well-being is our priority

Working intensively at a computer screen could have health repercussions : fatigued eyes, stress, muscular aches,

The following twelve steps will help you adjust your workstation for an optimal result.

1. Check if your **desk is adjustable in height**. The height adjustability of your chair is dependent on whether you can adjust the height of your desk.
2. **Should your desk height not be adjustable**, we recommend adjusting the height of your chair until your elbows are brought to the same height as the work surface. If it is not possible to plant your feet on the floor, you will need a footrest.

Should your desk height indeed be adjustable, then the height of the seat of your chair ought to be adjusted up to the point where your thighs can be in a horizontal position while the soles of your feet touch the floor. Next, the work surface is adjusted to elbow level.



3. Adapt the **height of the chair's backrest**, allowing the lower back to be supported by the lumbar curve of the backrest.
4. Keep a space of ca. **4 fingers** between the front of the seat and the backside of your knees, while your back touches the backrest.
5. Check if the **backrest** can be adjusted **dynamically**. The resistance of the backrest's spring ought to enable switching easily between sitting positions, depending on the task : a vertical position for writing or typing, a slight reclining for having a (telephone) conversation.



Take a break !

Alternate between different tasks and don't forget to take breaks. The most efficient breaks are short ones, lasting 2 to 3 minutes.

Stand up and get some movement :

- › Get a refreshment
- › Take copies
- › Go ask a colleague a question
- › Take the stairs instead of the elevator
- › Perform some physical exercises, etc.

6. The **armrests** should be level with the work surface. Adjust the width between both armrests to the width of your shoulders. The depth of the armrests ought not to impede approaching the desk.
7. The **screen** should be placed at a **comfortable distance**, directly in front of you, so that you won't have to turn your neck. The top of the screen ought to be situated at eye level. For those wearing glasses with progressive lenses, the screen should be situated somewhat lower.
8. The **screen should be perpendicular to the windows** to avoid effects of reflection and blinding, which contribute to eye fatigue. In case the windows are equipped with blinds, use these whenever there is too much light coming in. The wall in front of you ought to be at least 2 to 3 meters away, so you can occasionally relax your eye muscles by looking into the distance.
9. The **mouse and the keyboard** should be **placed close together** and at 10 to 15 cm distance from the edge of the work surface. This should enable you to rest your forearms once in a while. Leave the keyboard feet folded in.
10. The **telephone** ought to be **easy to reach**, preferably on the side of your non-dominant hand, at a distance which removes the need to bend forward. Keep your head upright while using the telephone. If the phone is used frequently, we recommend using a headset.
11. Place **paper documents in front of you**, between keyboard and screen. This prevents you from having to turn or bend your neck in order to read.
12. Your **desk** should be **sufficiently tidy**, so that materials and documents can easily be placed and found. Access to your desk should be easy.