

DSE Information Factsheet

“Here are some great tips to help you maintain a healthy posture whilst at your workstation and reduce your risk of injury”.

- Keep your head upright and back over your shoulders
- Your eyes should be level with the top of the screen
- Your screen should be approximately an arm’s length away. As your eyes tire bring the screen closer
- Look away from the screen regularly
- Sit back into your chair using the back support. Check, can you get at least two finger widths between the back of your knee and the seat edge?
- Keep your elbows bent, your forearms horizontal and shoulders relaxed
- Your thighs should be horizontal and supported
- Keep your feet flat on the floor -use a footrest if needed
- Don’t forget to get up from your workstation and move around at least hourly
- If typing/using a mouse — keep your wrists straight in a neutral position — with your hands hovering above the keys. Rest them in-between typing tasks
- Lighting should be sufficient but should not create glare. If necessary, a desk lamp will provide additional task lighting. Use window blinds to limit glare from natural light sources.

Hot Desking

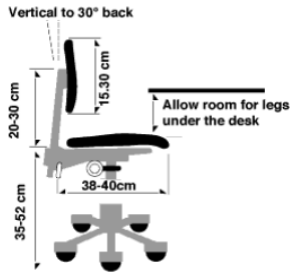
*“If you share a workstation it is important that you set it up in a configuration that suits your needs **before each use**.*

Try to keep your workstation clean. Ask your Line Manager for antiseptic wipes for use on hard surfaces, telephones and keyboards.

Always report any aches and pains you think may be associated with your workstation to your line manager.”

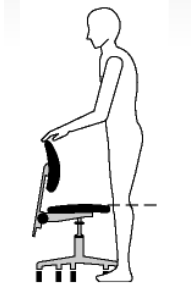
Chairs

Your desk chair needs to adjust for height and to tilt in the back rest. The front edge of the seat should curve towards the floor. It should have a shaped back rest to support the lower back and a stable, 5 point base on wheels or castors suitable for the flooring type. The chair should have a swivel mechanism. Arm rests are optional but if no arm rests are used, there should be space to rest the arms on the workstation. To avoid strains, get familiar with adjusting your chair to suit your needs.



Office chairs have several points of adjustability built into them. Familiarise yourself with what the levers on your chair do!

Adjusting a chair is simple and only takes a matter of minutes but can help to avoid back pain and other muscle and ligament problems.



To get the correct chair height for your height, stand in front of the chair and adjust the height so the highest point of the seat is just below the knee cap.



Then, sit on the chair and keep your feet flat on the floor.

Check that there is clearance between the front edge of the seat and the lower part of your legs (calves) – about 5cm of space.



The back rest should tilt forwards and backwards to support you whilst seated.

It also raises and lowers to fit the shaped part to the hollow of your back.



With your arms loosely by your sides, bend the elbow at 90° angle – armrests should just touch the underside of the elbow.

Remove armrests if this can't be achieved or they stop you from getting close enough to the desk.

Once all this is done, you should be able to sit at the workstation with your legs comfortably underneath. If you can't move your legs freely, the workstation is too low. Please contact the Health & Safety team for assistance.

If you have to raise your arms to reach the desk surface, the workstation is too high. Adjust the chair height so that your elbows just rest on the surface at a 90° angle. Use a footrest if you now cannot place your feet flat onto the floor.

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| Date issued: | 28/09/2020 | Review date: | 28/09/2021 | Version No.: | 1 |
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