

# Display Screen Equipment Set Up Guide

## 1. Arms and Legs

Ensure your elbows are level with the keyboard when sitting at your desk. This will position your wrists at the correct angle.

## 2. Getting Comfortable

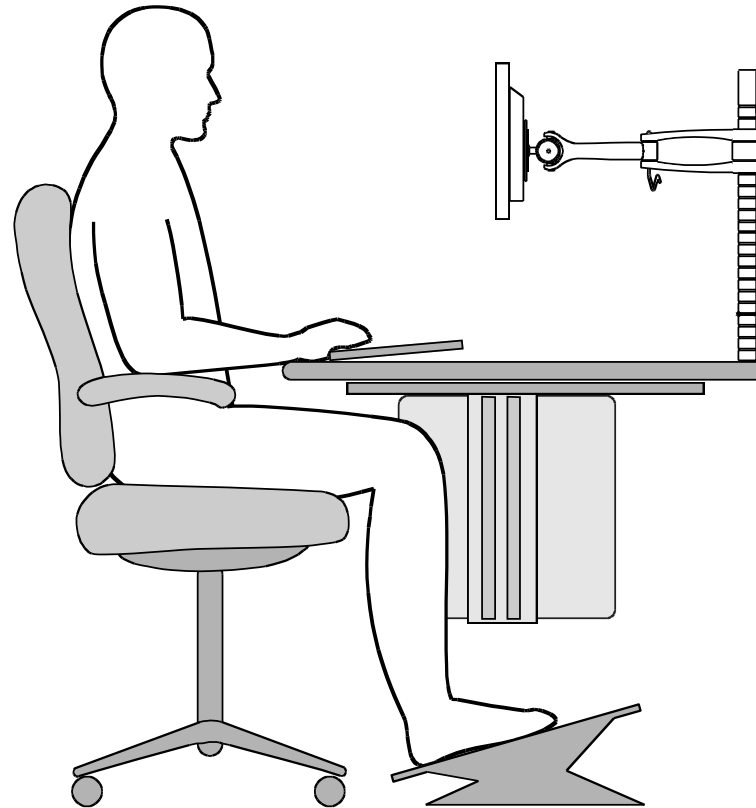
Ensure your feet are flat on the floor with your knees at a minimum angle of 90 degrees.

If you cannot place both feet flat on the floor whilst sitting right back in your chair, you need a footrest.

Adjust your chair to support your back

## 3. Head and Neck

The very top of the screen should be level with your eyes, in your line of sight. The screen should be directly in front of you; it should be an arm's distance away when you are sitting in an upright position.



## 4. Keying In

Leave sufficient space in front of the keyboard for hands and wrists. Your keyboard should be positioned towards the front of your desk to avoid overreaching and your mouse should be on the same platform (at the same level - next to your keyboard).

## 5. Reviewing Documentation

Any documents being used in the course of your work should be at the same level as the screen, on the same side as your dominant eye.

## 6. Overreaching

Items in frequent use, such as telephone, stapler, pens, etc. should be placed within easy reach.

## Display Screen Equipment

Ensure that the equipment, the contrast, brightness and colour, is correctly set.

Alternate your tasks to avoid stressors such as eye strain and fatigue.

Further advice and information is available in our **Guidance Note 5-11** and from our **24 Hour Advice Service**