

keyboard, a document holder, telephone, supplies, etc.

- Your work surface should be height adjustable (63-76 cm.). If your work surface is not adjustable and too high, raise your chair.
- Add a footrest if you cannot place your feet flat on the floor.
- If your workstation is too low, either lower your chair or see if the workstation can be raised by placing it in a platform.
- Your work surface should be large enough to place all materials and equipment related to your task within reach. To avoid back strain, it is important that you avoid reaching behind. Reference materials and other supplies that you use often should be placed in front of your shoulder line.

The screen

For comfortable head and neck posture, the top of the screen should be positioned just above eye level. Tilt the screen slightly backwards (10-20 degrees), but be sure that this does not create glare on the screen. If the screen angle is not adjustable, place a small wedge under one end to change the angle.

- Locate the screen 30 to 60 cm. from your eyes.
- Adjust the screen for brightness and contrast. Text will be easier to read from the screen if the brightness is low and the contrast is high. When using colour monitors, try different colour combinations until you find the most comfortable contrast.
- Ensure that images on your screen are sharp, easy to read and do not flicker.

- To minimize neck and eye fatigue due to constant head movement and refocusing of the eyes, use an adjustable document holder. Place it next to the screen and at the same height.

The keyboard

To minimize tension in your shoulder muscles, position your keyboard for two-handed typing directly in front of you. It should be low enough so that the arms hang freely by your sides and the elbows are bent at right angles. Detachable keyboards and a desk with a split-level design are ideal to accomplish this.

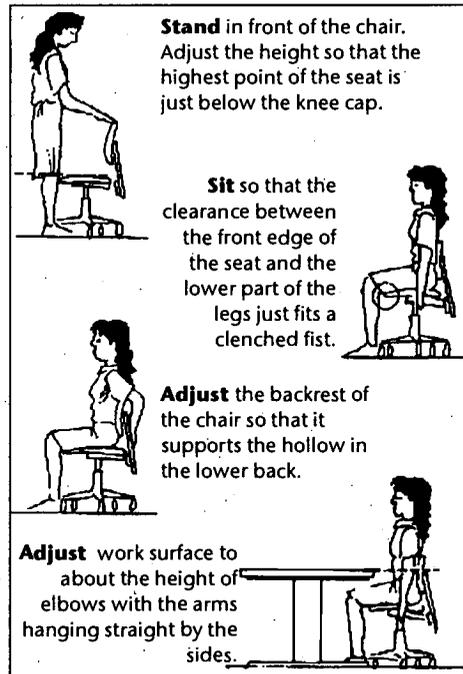
Keyboard and mouse tips:

- Keep wrists in a straight line with your forearm
- Don't bend or twist your wrists
- Use a padded wrist support
- Use mouse at keyboard height
- Move mouse with arm, not wrist
- Take periodic breaks to give your hands a rest

The right posture

The combination of proper posture and a good chair can be a great help to your on-the-job comfort and well being. Your chair is probably the most important component of your workstation equipment. Adjustable chairs improve body position and blood circulation, reduce muscular effort and decrease pressure on your back. A well-designed chair will have the following characteristics:

- Swivels 360 degrees and has a 5-star base
- Lumbar support
- Adjustable backrest
- Tilttable and contoured seat pan
- Arm rests



If the backrest is adjustable, it should be positioned so that your hip-torso angle is roughly 90-110 degrees. Tighten the backrest so that it supports your body weight.

Lighting

Your work area should have sufficient ambient lighting, either from windows or electric light, for you to see properly without glare. Position your workstation so that it is not directly below a light source. Place it so that the light is parallel and to the side of your VDT. Do NOT sit with your back to, or facing, a window.

Shadows and glare can cause eyestrain and fatigue. Glare can be avoided by:

- Turning your VDT at a right angle to windows
- Eliminating all reflective surfaces near your VDT
- Closing blinds on bright days
- Using smaller task lights instead of overhead lighting

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