



Reading this booklet can make a difference

This booklet is intended as a guide for those of you who use computer terminals for certain tasks on a daily basis, perhaps even several hours a day. It will give you some tips and advice on how to make your work area as ergonomically suitable as possible using furniture and equipment you have at present. In the foreseeable future when your existing equipment is replaced, your workstations will be more ergonomically designed to suit your needs.

It should be kept in mind that this booklet is not intended for those whose sole work duties involve using video terminals all and every day, such as telephone enquiries staff. It still can be helpful, but for these workers, other work codes and stricter "rules" apply.