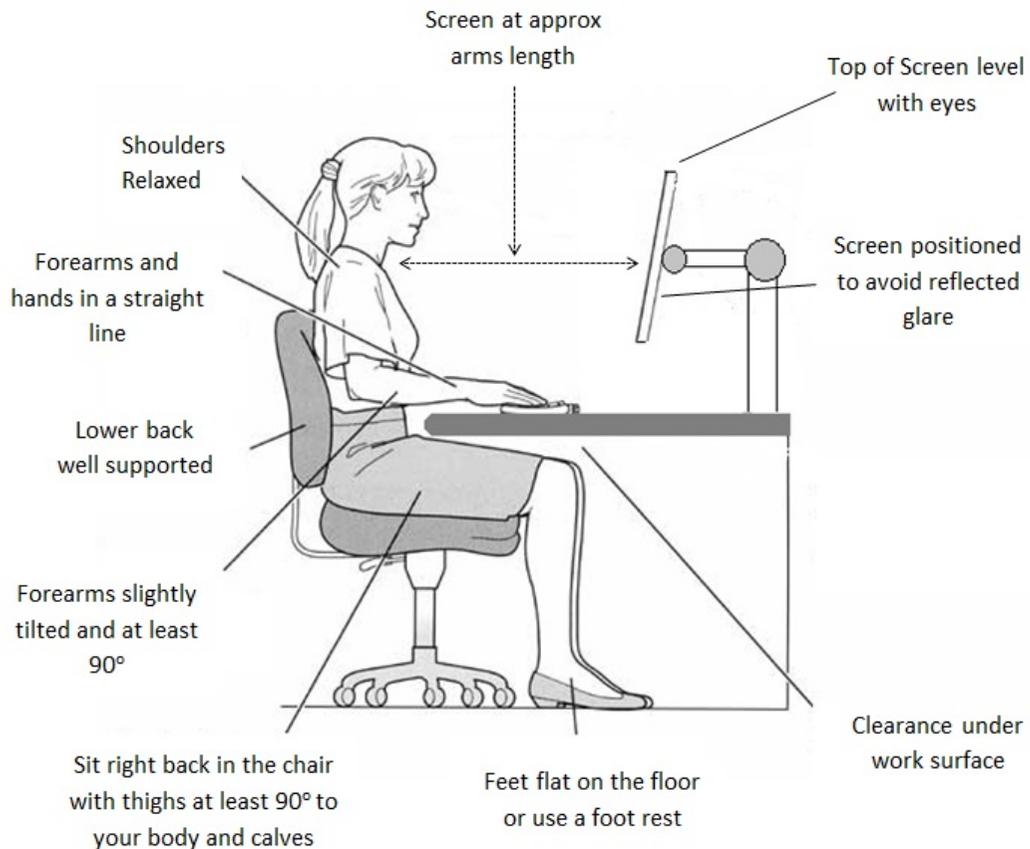


HOW TO ERGONOMICALLY SET UP YOUR WORK STATION TO SUIT YOU BEST



1. ECCH operates a system of self-assessment for ergonomic workstation issues including the interface with your IT equipment.
2. Employees should ensure that they undertake and provide their manager with a self-assessment on an annual basis
3. Any issues raised in a self-assessment must be addressed by the individual's line manager.
4. Where local resolution of a workstation or computer ergonomic issue cannot be resolved locally then an ECCH DSE Assessor must be contacted by the line manager for specialist assessment, further advice and/or support



Workstation & Computer Ergonomics

Display Screen Equipment regulations 1992 & Amendments, Provision and Use of Work Equipment Regulations 1992 & Manual Handling Operations Regulations 1992



GENERAL GUIDANCE ON HOW TO USE A COMPUTER AND WORKSTATION SAFELY

Including advice on mobile

4 STEPS TO USING YOUR WORKSTATION SAFELY

STEP 1: Your Chair

- **Push your hips as far back as they can go in the chair.**
- **Adjust the seat height** so your feet are flat on the floor and your knees equal to or slightly lower than, your hips.
- **Adjust the back of the chair to a 95°- 110° reclined angle.** Make sure your upper and lower back are supported.
- **Adjust the armrests so that your shoulders are relaxed,** if your armrests are in the way, remove them.

STEP 2: Your Keyboard

A keyboard should accommodate the mouse, provide leg clearance, and have an adjustable height and tilt mechanism.

- **Position the keyboard directly in front of your body.**
- **Determine what section of the board you use most frequently,** and re-adjust the keyboard so that section is centred with your body.
- **Adjust the keyboard height** so that your shoulders are relaxed, your elbows are in a slightly open position (100° to 110°), and your wrists and hands are straight.
- **The tilt of your keyboard is dependent upon your sitting position.** If you sit in a forward or upright position, try tilting your keyboard away from you at a negative angle. If you are reclined, a slight positive tilt will help maintain a straight wrist position.
- **Wrist rests can help to maintain neutral postures and pad hard surfaces.** Resting on the wrist rest while typing is not recommended.

- **Place the pointer as close as possible to the keyboard.**

STEP 3: Monitor, Document, and Telephone

- **Centre the monitor directly in front of you** above your keyboard.
- **Position the top of the monitor approximately 2-3" above seated eye level.** (If you wear bifocals, lower the monitor to a comfortable reading level.)
- **Sit at least an arm's length away from the screen and** then adjust the distance for your vision.
- **Reduce glare by careful positioning of the screen.**
 - Place screen at right angles to windows.
 - Adjust curtains or blinds as needed.
 - Adjust the vertical screen angle and screen controls to minimise glare from overhead lights.
- **Position source documents directly in front of you.**
- **Place your telephone within easy reach.**
- **Use headsets and speaker phone** to eliminate cradling the handset.

Step 4: Pauses and Breaks

- **Take short 1-2 minute stretch breaks every 20-30 minutes.**
- **Avoid eye fatigue by resting and refocusing your eyes periodically.**
- **Rest your eyes by covering them** with your palms for 10-15 seconds.
- **Keep moving** as much as possible.

[Guidance for mobile working with IT equipment](#)

Corporate videos are available on the ECCH intranet and in a folder on the desktop of each mobile solutions laptop

The general principles in this leaflet also apply to mobile workers with the following caveats:

- All staff using a mobile solution in a personal allocated docking station, on a regular basis, as if it were a desktop solution must carry out a DSE self-assessment (on the approved ECCH form) The resolution of associated risks identified must involve the individual line manager.
- Mobile solutions workers can use any ECCH premise to use their laptop
- Completion of patient notes on a laptop should ideally be done in a patient's home or an ECCH base. If this is not possible then, any other use, particularly in a public place, must ensure that patient information is not openly visible to unauthorised persons
- You are not required and should not use your laptop in your car
- Where possible dock your laptop.
- If a dock is not available ensure that a keyboard is available to plug into a USB slot on the laptop so you can raise the laptop up to a good level for the screen
- Make sure you are sitting comfortably, maintaining good posture and not twisting or sitting in an awkward position
- Don't sit in the same position for too long. Take a break every 30 minutes.
- Don't ignore aches and pains related to computer or laptop use. They are often a sign that we are damaging ourselves. Report this to your manager
- Laptops are supplied a suitable rucksack that promotes safe ergonomic carrying.
- The laptop rucksacks have a main compartment that can be locked with a small padlock to deter thieves.
- Laptop rucksacks are provided in a plain colour without logo to make them less conspicuous and prevent staff being targeted whilst in public