

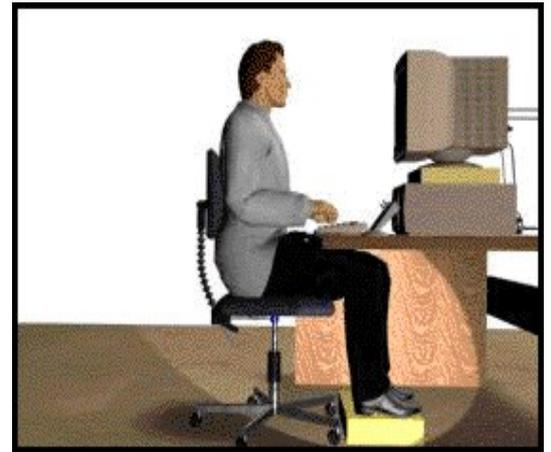
Guidance to set up your workstation

Display Screen Equipment (DSE) Self-Assessment

Setting up your workstation correctly is vital to ensuring you reduce the risk of pain and ill health that can be associated with DSE use. It is the responsibility of all DSE users within the University to ensure they have followed the DSE policy, set up their workstation and completed a DSE self assessment. By following the steps below, you can adjust the layout of your workstation to ensure you are working safely. Remember, if items are bulky or heavy you should not attempt to move them on your own. The correct set up of your workstation may not feel right at first but it will encourage correct posture and safe working practices. If additional equipment is needed, please request this via your line manager.

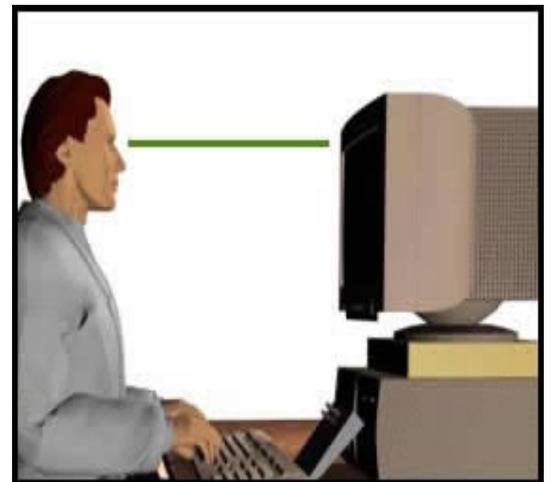
Step 1 - Your Chair

- Adjust the height of your chair so that when you put your fingers on the middle row of the keyboard your hands and forearms remain horizontal.
- Your elbow joint should be at 90 degrees.
- There should be no angled wrist – keep straight
- This may mean your feet are dangling (don't worry, we will address this next)
- Your knees must also be at about 90 degree angle
- You may require a foot rest in order to ensure that there is no pressure on the bottom of your thighs

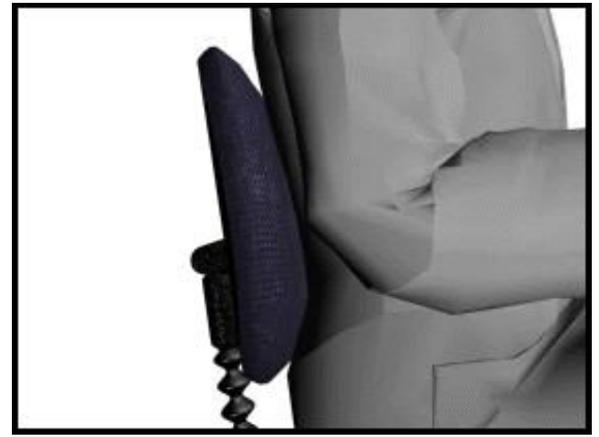


Step 2 – The Monitor

- Adjust the height of the monitor to ensure that you are looking horizontally at it.
- Your eyes should be level with the top of the screen
- You can adjust the height of your monitor by using a monitor stand or maybe even a strong box or book. Please ensure that this is safe
- The same should be applied to all screen types (flat screen and normal monitors)
- Ensure your monitor screen is clean
- Check the distance of your eye to the monitor
We recommend that your eye should be between 450mm and 650mm from the screen, whichever distance is most comfortable – this is about an arm's length
- If these distances are not comfortable consider referring to the eye and eyesight test section of the DSE policy
- Also consider the screen quality or settings
- Tilt monitor between 5-15% from the vertical line



- Adjust the angle of your back rest and chair seat or seat pan to ensure that your back is supported in your work position
- If you cannot sit back and upright without your knees touching the front of the seat you may need to change your chair to one with a shorter seat.
- Adjust the back rest support so that it supports the small of your back
- If the back rest does not fit into the small of your back, you may benefit from a back support
- Ensure that your feet are flat on the floor and your knee is at a 90 degree angle
- If your feet don't reach the floor you may need a footrest



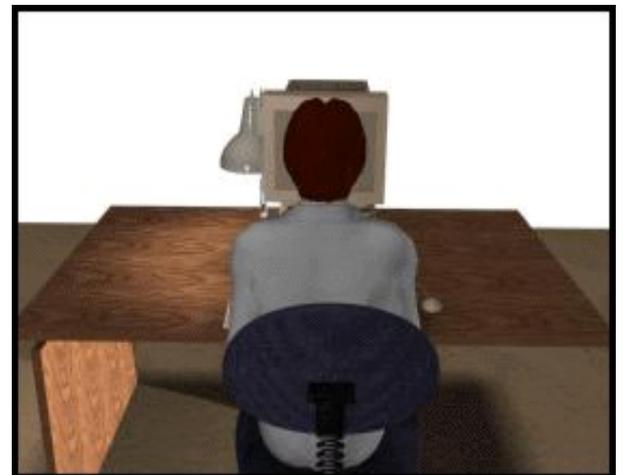
Step 3 – Arm Rests

- If you cannot get close enough to your desk because of the arm rests you may have to have them removed
- Your elbows should hang straight down under your shoulders
- Do not rest your arms on arm rests whilst typing



Step 4 – The Desk

- Ensure that you are sitting directly in front of the monitor and keyboard
- Sit close to your desk, allowing for your wrists to be supported by the desk when you are not typing
- Never put anything between the keyboard and you
- If you often have to refer to documents whilst typing, you may benefit from a document holder
- This should be placed at the same height and distance as your monitor or between the keyboard and screen
- Do not let cables trail from the desk
- Avoid using extension leads
- Never use pieces of equipment you have brought in from home – Estate Development Services will need to check them



Step 5 – The Mouse

- The mouse needs to be positioned as close to you as possible
- Aim to use your mouse with your elbow vertically under your shoulder and right by your side
- If you have a laser mouse you don't need a mouse mat, if you have a mouse with a ball you will need a mouse mat
- Position any additional equipment e.g. phones, paper trays and notes in an accessible place to avoid twisting and overstretching



Step 6 – Environment

- Temperature and humidity should be adjusted to ensure you are comfortable
- If you suffer from dry eyes you should seek medical attention
- Eliminate glare or reflections on your screen, close blinds or, if possible, move workstation so that it is at right angles with the window



Step 8 - Carry out the DSE self assessment

