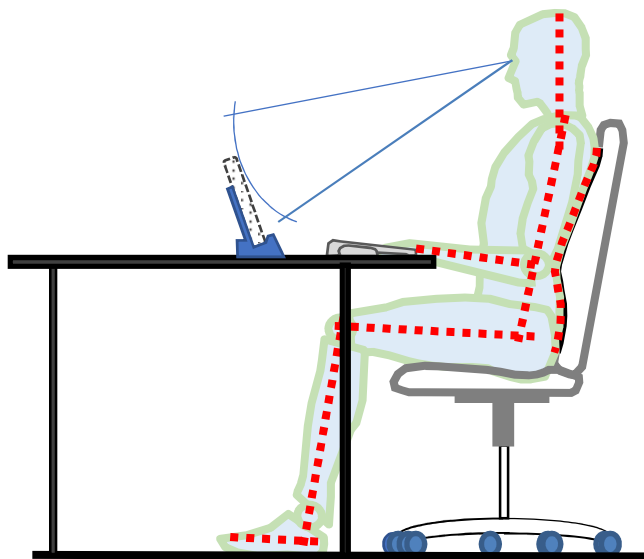


Advice and Guidance on Tablet PC and Laptop Use at Home

How to gain the best sitting position whilst using your Tablet PC or Laptop at home

Avoid leaning forward onto a table or desk as this will cause strain and pain in your back, neck, shoulders and arms! Instead, rest back against your chair for support.

Ideally, place your Tablet PC or laptop on a surface like a desk or table. Select a chair with a backrest.



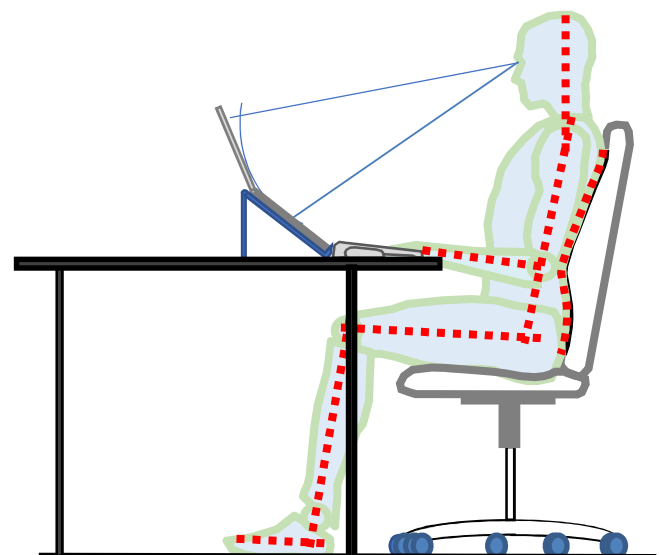
If the chair has backrest recline adjustment, recline it back at a slight angle (approximately 10 degrees from the vertical). Aim for your head to be resting directly above your spine to reduce strain. Check your chin is not protruding forward.

Ensure you are sitting right back into your seat to avoid arching the bottom of your spine and leaving it unsupported.

If the chair's backrest does not have padding, or if when you rest against it there are gaps in the lumbar area of our back, then discuss the use of an add-on lumbar pad with your manager. Place these in the area where support is missing.

Sit as close to the table or desk as possible to achieve the optimum arm support. Ensure any arm rests on the chair do not contact the table or desk and prevent this.

Where possible, adjust the height of the seat so your elbows are level with the desk for natural arm and wrist positions. Your arms, when using the device, should be at right angles, or as close to this as possible.



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If your screen is low and cannot practically be raised up towards your eye level, lower your chair to find a 'compromise' position for natural arm positions and minimal head tilt.

With the height of the chair adjusted as above, ideally your knees should be slightly lower than your hips, or at a minimum, level.

The entire bottom of your feet should be resting on the floor. If they are not, use a footrest or anything to support your feet, like a box, etc.



You should be sitting squarely in your seat and facing forward with your equipment ahead of you. You should not be twisting.

Avoid repetitive head movements as far as possible. When using your device, you should check your shoulders are not hunched.

Place your Tablet PC in its docking station or the laptop on a stand, if you have one, to raise the position of its screen. This will minimise head tilt and prevent neck or back strain.

If you don't have a docking station or a laptop stand, place the device on something to raise it on, like books, a box, etc. Aim to raise the screen towards eye level as far as possible.

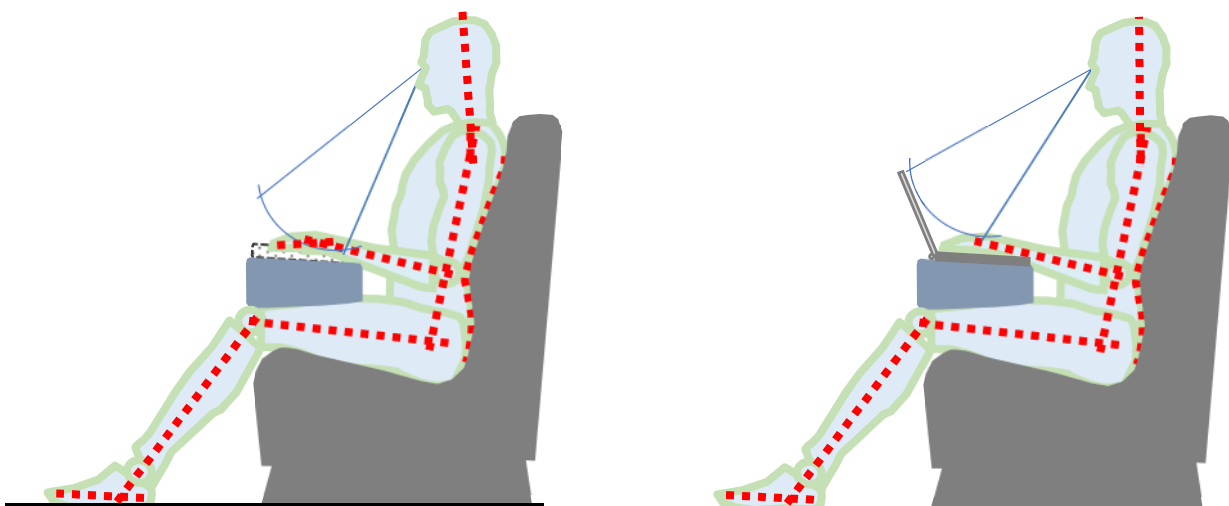
If the device can be raised as above, use an external keyboard and mouse. Place these as close to your centre as possible and within easy reach, with your arms relaxed and not stretched.

If no working surface is available

If you can only sit on a sofa or another low chair, place the device on your lap with something to raise it on, such as a cushion, etc. Ensure you are sitting right back into the chair to avoid arching the bottom of your spine and leaving it unsupported.

Tilt the screen of your laptop forward to improve viewing comfort and minimise your head tilt.

If working on your lap, the use of an external keyboard or mouse should be avoided. Using the touch screen or built-in keyboard and trackpad is preferable.



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Your wrists should be straight and not be bent upwards or downwards when using the stylus or typing.

Ensure lighting is suitable and comfortable. If you have glare on your screen, move the working position rather than causing yourself awkward posture, to avoid strenuous and uncomfortable positions.

Other arrangements with laptops where equipment is available



Using the laptop's screen together with an additional external monitor.



Using only an external monitor with the laptop's screen closed.

General arrangements

Because your posture will be compromised, avoid sitting in one position for long periods. Mini breaks of walking for 2-5 minutes every 1 hour to get the legs moving are very important for maintaining a healthy blood and oxygen circulation and for avoiding muscle strain. Practice stretch exercises when you can.

Keep the screen clean, (use the stylus, not your fingers to touch screen). Use a font size of 12 or larger. Report any screen damage or function issues as soon as possible, e.g. if flickering, warped or distorted images or wording on the screen.

Use colours with the best contrast, e.g. a white background with black script.

Know how to change contrast and request advice from the IT team if necessary.

Report to your manager any faded, erased, broken, 'sticky' keys on the keyboard as soon as possible.

Avoid noisy environments to avoid distractions.

If you are having difficulty using the Tablet PC and its software, ask your manager for further training.

Any musculoskeletal (musculoskeletal pain refers to pain in the muscles, bones, ligaments, tendons, and nerves. You can feel this pain in just one area of the body, such as your back. You can also have it throughout your body if you have a widespread condition) issues should be reported to your manager so that corrective action can be planned and implemented.