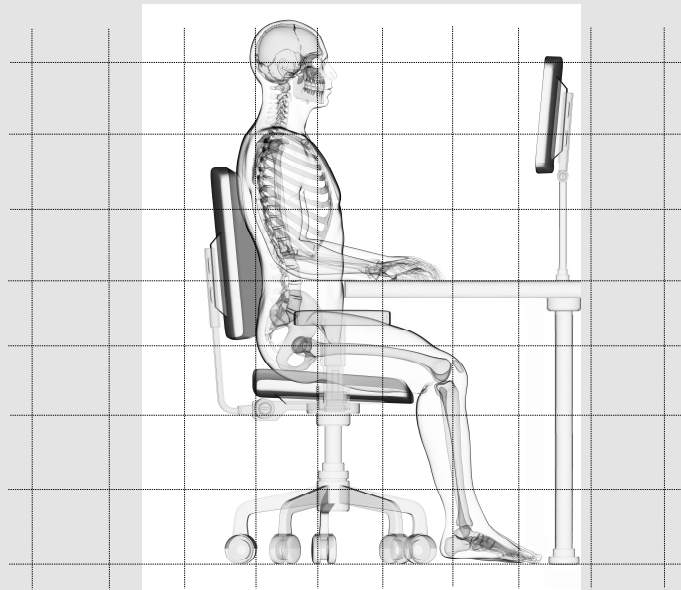# Optimum Display Screen Equipment and Workstation Set-Up

Get comfortable:

- Sit as far back into the chair as possible, to ensure optimum support.
- Avoid contact between the backs of your knees and the front edge of your seat.
- The backrest height should fit the profile of your back and there should be full contact between your shoulder blades and belt line. Mesh chairs will automatically ensure this.
- Recline the chair by around 10° backwards from upright so your head is directly above your spine.
- The height of your chair should allow your elbows to be level with the desk. A footrest may be necessary to allow your feet to be fully supported on the floor.
- Ensure the space under your desk is clear, to allow your feet and legs to move freely.
- Sit as closely tucked into the desk as is possible and lower the chair arms so they pass fully underneath the desk.
- The monitor(s) should be at fingertips' distance with the top edge in line with your eyes to avoid awkward neck movements. Tilt the monitor upwards slightly.
- Sit directly in front of the monitor(s) to avoid neck and body twist.
- Adjust curtains/blinds to prevent glare or reflections on the screen.
- Use a document holder if necessary, to minimise neck tilt and twist when using paper documents for a long time at the desk.
- Place the phone on the opposite side of the keyboard to your mouse and within a comfortable reach.

Keying in:

- Don't bunch up your arms or stretch them in front of you to type - the middle row of the keyboard should be where your fingertips rest naturally.

Mouse work:

- Keep the mouse close to the keyboard to avoid extending your arm to the side or forward.

Reading the screen:

- Monitor brightness and contrast should be set to a comfortable level between the screen and its surroundings.
- Avoid bright colours on a bright background to minimise visual fatigue.

Take a break:

- Fidget and move around as much as possible, in order to reduce the risk of developing physical strain.
- Stand up and walk away from your desk for 2 to 5 minutes every 1 hour. Also, look away from your screen and focus on something at a greater distance for 15 seconds every 10 minutes.

www.cosafeltd.com