



ESTABLISHED STANDARDS

DSE & Ergonomics

Description

Many definitions exist to define 'Ergonomics', essentially it is the science of designing the workplace. More specifically, the workspace is designed to fit the worker, not the other way around. The goal is to eliminate discomfort and injury.

In an office environment, the use of Display Screen and Equipment can present many hazards that can lead to injury; such injuries can have longer-term consequences.

Additional Sources

HSE Guidance – HSG48 – Reducing Error and Influencing Behaviour.

Guidance



Sit Properly!

Keep an arm's length away from your computer screen. Ideally, the top of the monitor should be level with your eyes.

Sit up straight and avoid slouching. Your neck should be in a relaxed and neutral position.

Keep your arms parallel to the floor

Sit with both feet flat on the floor and avoid crossing your legs. This is to allow correct blood circulation within your legs.

Adjust your chair so that your positioning is comfortable and natural, if you cannot adjust your chair speak to your Health and Safety Advisor or Line Manager to source a new one.



Monitor

Adjust the monitor height so that the top of the screen is at, or slightly below, eye level.

Your eyes should look slightly downward when viewing the middle of the screen.

Position the monitor at least 20 inches (51 cm) from your eyes—about an arm's length distance. If your screen is larger, add more viewing distance.

Keep glare down by adjusting the screen position.



Keyboard and mouse

The keyboard and mouse should be placed so that you don't need to stretch to use them. Place your keyboard close to the front of the desk around 5cm from the edge, with the mouse level with it.



Lighting

Ideally, natural lighting is the best lighting to work by, it will make you feel more comfortable.

If you need a desk lamp, a white light or daylight light LED one may be suitable, make sure that it is fully adjustable.



Ergonomic Tips for Laptop Users

Position your laptop for the most neutral wrist posture you can achieve.

Angle the laptop screen back so you can see it with the least amount of neck deviation as possible.



Move it!

Keep moving and take regular breaks.

Escalation & Further Guidance

Remember that everyone is different! If you need further help or have more complex needs, contact your local Health and Safety Advisor, they will be able to arrange a more in-depth Ergonomic assessment.

Speak to your Line Manager if you need extra equipment like a larger screen.