


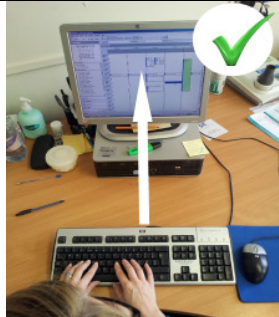






12 Step plan to set up your workstation correctly

	<p>1. Adjust your chair height</p> <ul style="list-style-type: none"> • Adjust your seat height so that your elbows are approximately 1-2 cm above the level of the desk. • Ensure your wrists are relaxed
<p>2. Are your feet on the Floor/footrest?</p> <ul style="list-style-type: none"> • If your feet cannot comfortably reach the floor then please request a footrest from your manager. 	
	<p>3. Adjust your chair back rest</p> <ul style="list-style-type: none"> • Adjust the chair back support until it comfortably supports your back. • Adjust the back angle for a comfortable working position.
<p>4. Keyboard position</p> <ul style="list-style-type: none"> • The keyboard should be close to the desk edge allowing adequate room to rest your hands/arms when not typing. • Ensure the keyboard is placed centrally between you and your monitor. 	

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	<p>5. Mouse</p> <ul style="list-style-type: none">• Take your hand away from your mouse when you are not using it.• Try keyboard short cuts where possible.• Ensure the mouse is positioned within easy reach without overstretching.
<p>6 . Adjust monitor</p> <ul style="list-style-type: none">• Adjust the screen height/angle to achieve a comfortable head/neck position whilst working.• Ensure your back is supported by your chair and then re-position the screen to a comfortable viewing distance.• Ensure there is no glare or reflections on your screen. Use blinds if necessary.	
	<p>7. Check your working Position</p> <ul style="list-style-type: none">• Ensure you are sitting supported in your chair facing your keyboard and monitor. Avoid working at awkward angles and don't sit perched on the edge of your chair.
<p>8. Documents</p> <ul style="list-style-type: none">• If you need to review hard copy documents whilst working on the computer then consider a document holder.• If it is not possible to use a document holder then consider placing the document between the screen and keyboard.	

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9. Reposition equipment

- Place items you use frequently with easy reach and avoid repetitive stretching or twisting.

10. Breaks

- Organise your work so that you take regular short breaks away from your screen.
E.g. filing, going to the printer

11. Vision

- You are entitled to eye and eyesight testing. Ask your manager for further details or review the DSE policy on the intranet.



12. Any other problems?

- If you experience any problems whilst using your workstation or have any health and safety related concerns then you should contact your manager.

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