



PRIFYSGOL
BANGOR
UNIVERSITY

This Information Sheet provides guidance on how to correctly set up your workstation. It forms part of a series of Information Sheets which supports the Safe Use of Computers (DSE) Policy Standard.



What can I do to help myself?

Make full use of the equipment provided, adjust it to get the best from it and to avoid potential health problems.

Hints and Tips

Getting Comfortable:

- Adjust your chair and DSE to find the most comfortable position for your work. As a broad guide, your forearms should be horizontal and your eyes the same height as the top of the screen.
- Make sure you have enough work space for the documents and other equipment you need.
- Try different arrangements of keyboard, screen, mouse and documents to find the most comfortable for you. A document holder may help you avoid awkward neck and eye movements.
- Arrange your desk and DSE to avoid glare, or bright reflections on the screen. This is easiest if neither you, nor the screen is directly facing windows or bright lights. Adjust curtains or blinds to prevent unwanted light.
- Make sure there is space under your desk to move your legs around. Move any obstacles such as boxes or equipment.
- Avoid excess pressure from the edge of your seat on the backs of your legs and knees. A footrest may be helpful, particularly for smaller users.

Keying In

- Adjust your keyboard to get a good keying position. A space in front of the keyboard is sometimes helpful for resting the hands and wrists when not keying.
- Try to keep your wrists straight when keying. Keep a soft touch on the keys and don't overstretch your fingers.

Using a Mouse

- Position the mouse within easy reach, so it can be used with the wrist straight. Sit upright and close to the desk, so you don't have to work with your mouse arm stretched. Move the keyboard out of the way if it is not being used.
- Support your forearm on the desk, and don't grip the mouse too tightly.
- Rest your fingers lightly on the buttons and do not press them hard.



Reading the Screen

- Adjust the brightness and contrast controls on the screen to suit lighting conditions in the room.
- Make sure the screen surface is clean.

- In setting up software, choose options giving text that is large enough to read easily on your screen, when you are sitting in a normal, comfortable, working position. Select colours that are easy to the eye (avoid red text on a blue background, or vice versa).
- Individual characters on the screen should be sharply focused and should not flicker or move. If they do, the DSE may need servicing or adjustment.

Posture and Breaks

- Don't sit in the same position for long periods. Make sure you change your posture as often as practicable. Some movement is desirable, but avoid repeated stretching to reach things you need (if this happens a lot, rearrange your workstation).
- Most jobs provide opportunities to take a break from the screen, e.g. to do filing or photocopying. Make use of them. If there are no such natural breaks in your job, you should plan rest breaks. Frequent short breaks are better than fewer longer ones.

Additional Information

Further information and guidance on DSE issues can be found on our website at hss.bangor.ac.uk