DISPLAY SCREEN EQUIPMENT USE POSTURE GUIDANCE

You will not get any benefit from this guidance unless you know how to adjust your chair. You will find this information using the following link

http://www.vitra.com/en-gb/product/id-chair-concept#t/tab-info
Information Material Tab
Instructions for use : ID Chair Concept

Avoid staying in the same position for extended periods, even correct postures can cause long term injuries when maintained for too long.

Seating

Move the chair close to the desk and sit back on the seat. Adjust the chair back so that the upper body is relaxed and supported. Raise the chair seat so that, with the upper arms vertical, the elbows are level with or just above the desk.

Sitting with the chair too low and too far from the desk encourages a slouched posture with no support from the chair back. The head is tilted forward. Feet are hooked around the chair base restricting blood circulation in the legs. Shoulders may be hunched.

Set the chair position and height as described in above (1). Use a foot rest if the feet do not touch the ground. Chair arms can provide additional support for the upper body when not typing but should not restrict desk access.

Shorter people often set the chair height so that their feet are firmly on the floor. If this is too low for the desk, it is likely to result in arms stretched forwards (or sideways) and/or shoulder lifting. This causes undue muscle tension.

TOUCH TYPISTS can raise the monitor so that the visible screen top is just below eye level. Any document holder should be at screen height and in the same focal plane to minimise head twisting and tilting. COPY TYPISTS may prefer the screen to one side and the document holder directly in front.

If the monitor is set too low, this encourages the operator to tilt the head downwards. As a result, the whole body tends to lean forward, moving away from the support of the chair back and encouraging slouching.

HUNT AND PECK" TYPISTS who need to look at the keyboard will probably position the monitor slightly lower than touch typists to minimise "nodding" between the two. The document holder should be placed between the monitor and keyboard to avoid twisting

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Laptop Users

A separate mouse will make a significant improvement to layout flexibility and avoid extended use of the touchpad. A laptop stand tilts the computer to raise the screen to an acceptable height and viewing distance.

Laptop use is a major source of musculo-skeletal problems. Using a laptop on its own for any length of time will inevitably cause poor posture which in turn is likely to lead to head, neck and/or back pain.

Workstation

Arrange your desk layout to make best use of available space. Use your mouse (or trackball) close to the keyboard. Document management is very important. If you need to look at the keyboard when typing, the best place for the document holder is between the monitor and the keyboard. Other tools, such as the telephone, should also be readily accessible without stretching and twisting. If you write whilst using the telephone, hold the handset with your "non-writing" hand. A headset will dramatically improve comfort and convenience.

Make sure there is a comfortable viewing distance between your eyes and the screen and have some space between the keyboard and the front of the desk. With traditional monitors, you may need to move the desk away from the wall (or the desk behind) to create sufficient screen distance. Place the screen in front of you so that you face it without twisting your body. Ensure your legs are not obstructed by any drawers under the desk. If your PC is occupying too much desk space, move it off the desk. If you are not a touch-typist, you may also like a wrist rest for support when you are not typing.