

Working with Display Screen Equipment (DSE)

The main health risks associated with DSE work include musculoskeletal disorders, visual fatigue and mental stress. The Health and Safety Executive (HSE) have a detailed webpage where you can get lots of information and tips on how to set-up your equipment:

www.hse.gov.uk/msd/dse/

Top tips

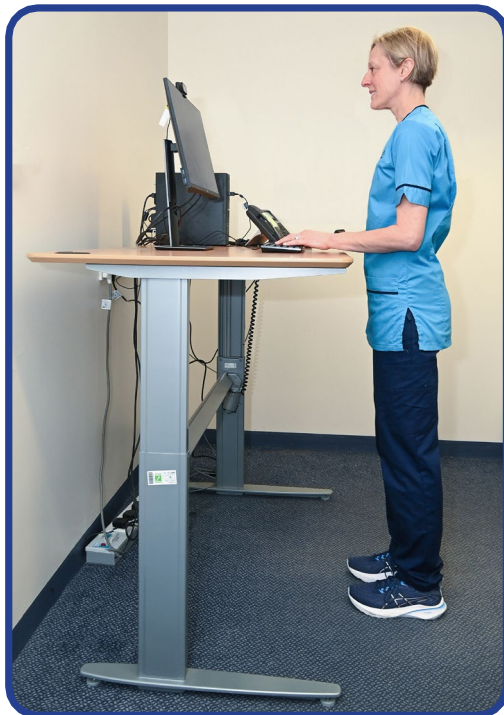
- Avoid prolonged static postures (1 hour). Take short breaks more often. Frequent short breaks are better than fewer long ones.
- Make use of natural breaks e.g. Filing or photocopying. Spread them out throughout the day.
- Avoid postures where you are twisted or leaning to one side. Do not twist or stretch for equipment.
- Look away from the monitor (every 20 minutes, look 20 metres away, for 20 seconds (20:20:20)).
- Consider an eye test if your eyes are uncomfortable.
- The HSE have a free workstation checklist: www.hse.gov.uk/pubns/ck1.htm



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Standing Desk

- Ensure you have a relaxed stance.
- Move regularly to reduce accumulative strain. You may want to sit for periods.



If using a laptop

- Use a laptop stand to ensure the monitor is at a good height.
- Use a separate keyboard and mouse so your laptop is set up as outlined in the DSE information outlined above.
- If you are using the laptop in one area, consider if a docking station would be helpful.

Ideal Working Position

Screen

- Free from glare and reflection.
- Appropriate for use.
- At height allowing head to be in a mid position.

Keyboard

- Wrists in a straight, relaxed position.
- Room on desk for forearms.
- Keyboard tilt folded away.
- Keyboard separate from screen.

Mouse

- Comfortable, supported arm position.
- Position as close as possible to keyboard.
- Avoid over-reaching.

Legs

Plenty of leg room under desk.



Headset

If required to type using calls.

Shoulders

Relaxed down, not hunched.

Forearms

Horizontal.

Chair

- Adjustable height.
- Adjustable back rest, height and angle.
- If chair has arms they should be lowered to fit under desk.

Hips

Slightly higher than knees.

Feet

- Flat on floor.
- Use foot rest if needed.