

# Your workplace

Adapted from the instruction "Din dataarbeidsplass" made by the UiB company health service in 2006

# Checklist – Adjustment of table and chair



- Your legs should be firmly placed on the floor.
- Adjust the back support into your lower back.
- Your hips should be higher than your knees.
- Make sure that there is some space between the back of your knee and the edge of your chair.

# Checklist continued



It is recommended that:

- you let your arms rest lightly on the table,
- you let your elbows hang vertically from your shoulders,
- your wrists are in a neutral position (no angle in the wrist),
- the mouse is as close as possible to the keyboard.

# Checklist continued



- It is often necessary to adjust the height of the table and it should be possible for you to do this yourself.
- If you need any assistance you can contact the [transport section at the university.](#)

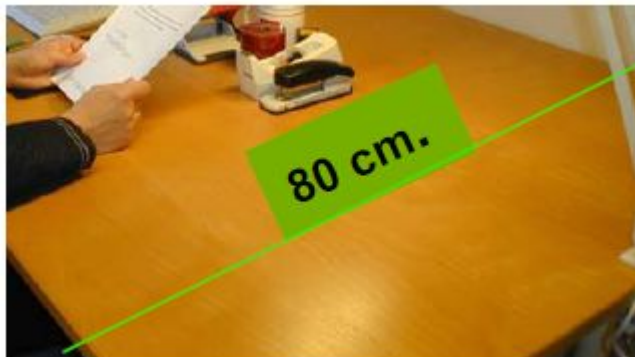
# Checklist – How to place the computer screen in relation to daylight



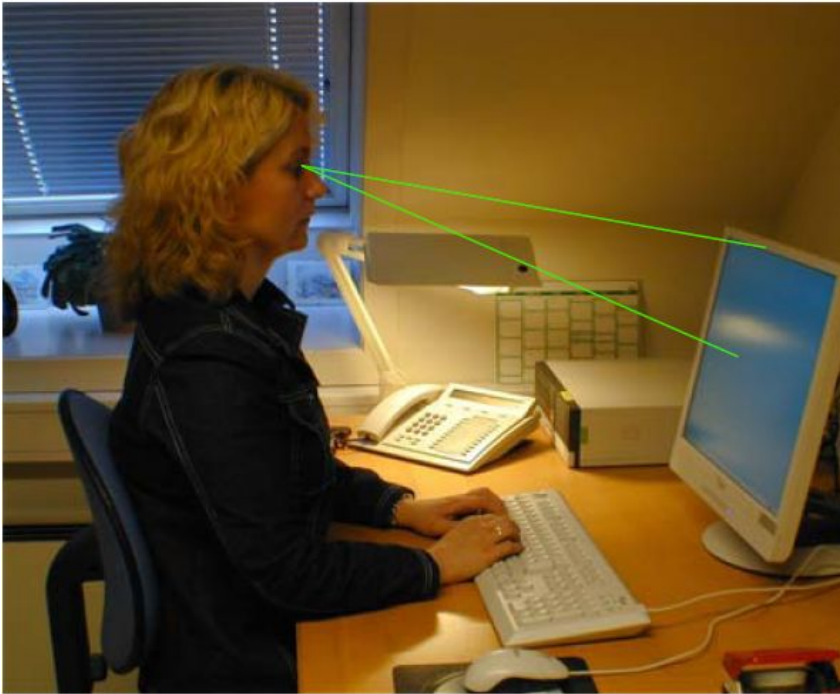
- It is recommended that you place the computer screen so that it is in a 90° angle to the window.
- Protection against sunlight should be in the form of light-blocking curtains or venetian blinds.

## **Depth of table:**

- If you have a flat computer screen the depth of the table will only need to be 80 cm.



# Checklist - Computer screen



- Your eyes should rest slightly downwards (approx.  $120^{\circ}$  to the centre of the screen).
- The distance between your eyes and the screen should be 60 to 80 cm.

# Checklist - Mouse



- The mouse should be placed near the keyboard.
- Try to use the mouse as little as possible. Use shortcut keys.
- Let your wrist be in a neutral position.
- Let your hand rest lightly on the mouse.
- Try not to strain your fingers.
- Let your clicking finger rest between clicks.
- Change between right and left hand.

# Checklist - Light



- The light from the ceiling should not be blinding.
- A small desk lamp is often necessary. It should be placed where you read.

**The need for light is individual and increases dramatically with age.**



# Remember: think variation every hour

