



Working at the computer

10 tips on how to improve your health
and sense of well-being

1. Stop reflections and glare.



Is your monitor positioned so that you are sitting at right angles to the window? This will prevent you from being bothered by any glare or reflections on the screen.

2. Look straight ahead!



Is your monitor positioned directly in front of you so that you are not constantly turning your head or upper body? Are your keyboard and monitor placed parallel to the edge of your desk?

3. Make space!



Do you have sufficient space for your keyboard and mouse as well as for your legs (i.e. no drawers, table legs or waste paper baskets in the way)?

4. Make your workplace work for you!



Do you know how to adjust the furniture at your workplace?
Has someone shown you how to position each individual element in the way that works best for you?

5. Keep your lower arms horizontal.



Is the height of your seat and desk adjusted to suit your height so that your lower arms rest horizontally on the desk when you are relaxed?

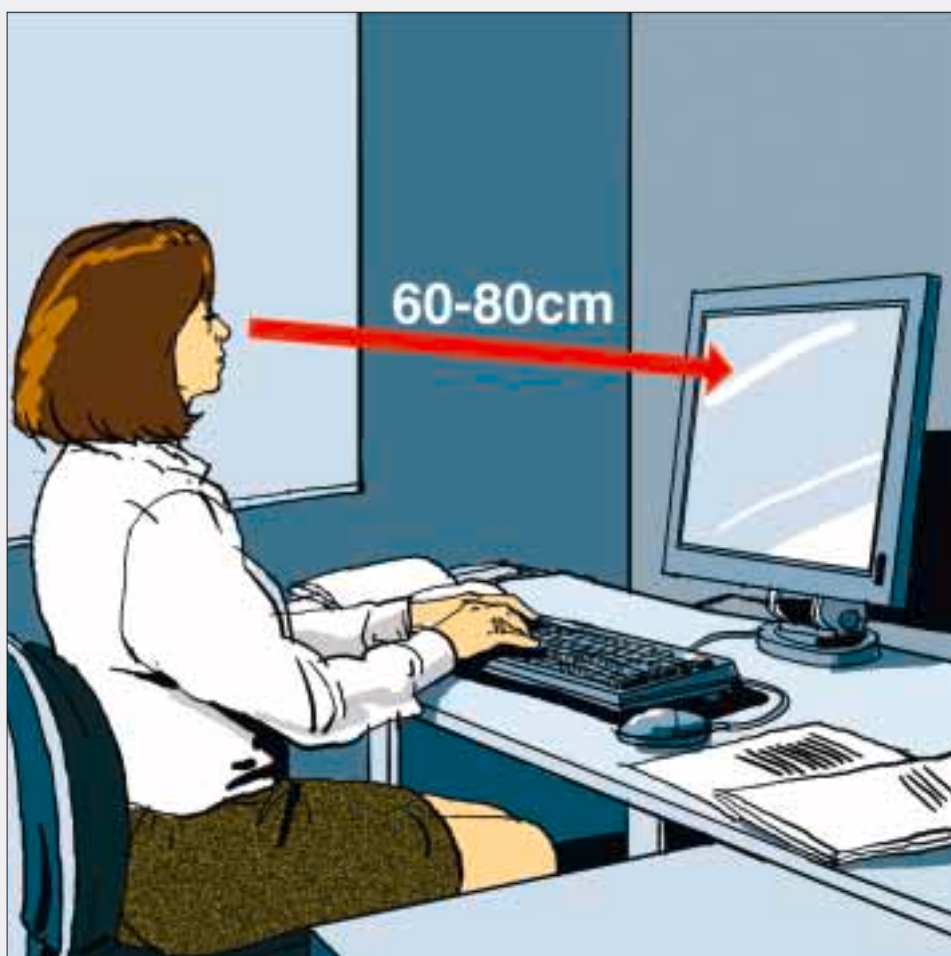
6. Sit dynamically!



Have you adjusted your (reclinable) backrest so that you can sit dynamically and so that it is adjusted to your weight?

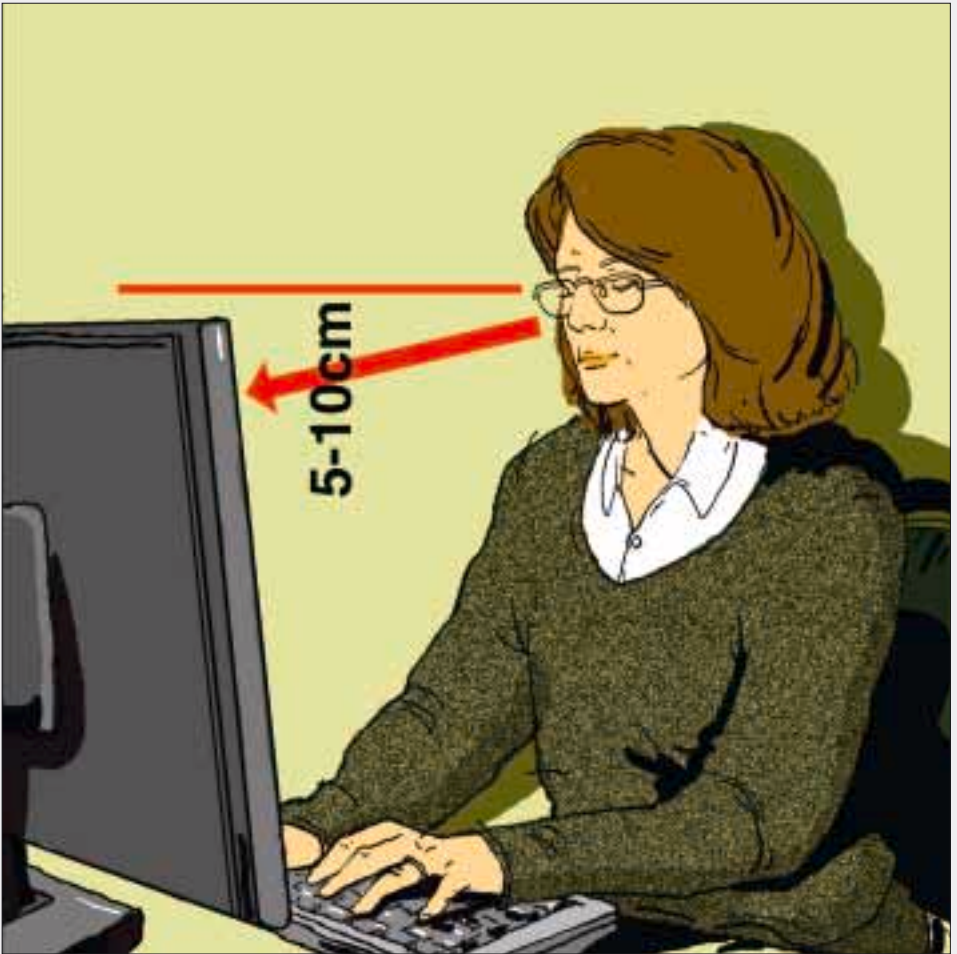
Is there a distance of at least two finger widths between the hollow of your knee and the edge of your chair?

7. Keep your distance.



Are you seated at a 60 – 80 cm viewing distance from the screen (i.e. when working with a normal-sized screen)?

8. Lower your monitor!



Have you positioned the top of your monitor some 5 – 10 cm below eye level so that you can see the middle of the screen when you look downwards?
Do not place your monitor on top of your computer.

9. Need any workplace aids?



Have you asked about the availability of workplace aids such as footrests, wristrests and document holders?

10. Get moving!



Do you move around sufficiently?

Ideally you should spend:

**60 % of your time sitting
dynamically**

**30 % of your time standing up
while working**

10 % of your time moving around

Do you have any problems?

If you have answered one or more questions with 'no', you definitely need to improve the ergonomics of your workplace. Talk to your boss if necessary. You can find more information on office ergonomics in the following suva publications (in German, French and Italian only):

Bildschirmarbeit

Wichtige Informationen für Ihr Wohlbefinden
(Information for your well-being) 32 pages
Order no 44034.d (free of charge)

Die Arbeit am Bildschirm

Ausführliche Informationen für Fachleute und Interessierte
(Background information for specialists) 120 pages
Order no 44022.d (free of charge)

Checklists

You can download checklists on questions related to screen work from suva's website: www.suva.ch/checklisten → Ergonomie

Learning program

The interactive learning program on suva's website (www.suva.ch/online-lernen) aims at training those who work at a computer about ergonomics in the workplace.

Further information

You can find and order further information on suva courses and publications on the Internet (www.suva.ch)

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First edition – March 2005 – 5,000

Order no: 84021.e