

ORGANISE YOUR WORKPLACE



UNIVERSITAT DE
BARCELONA

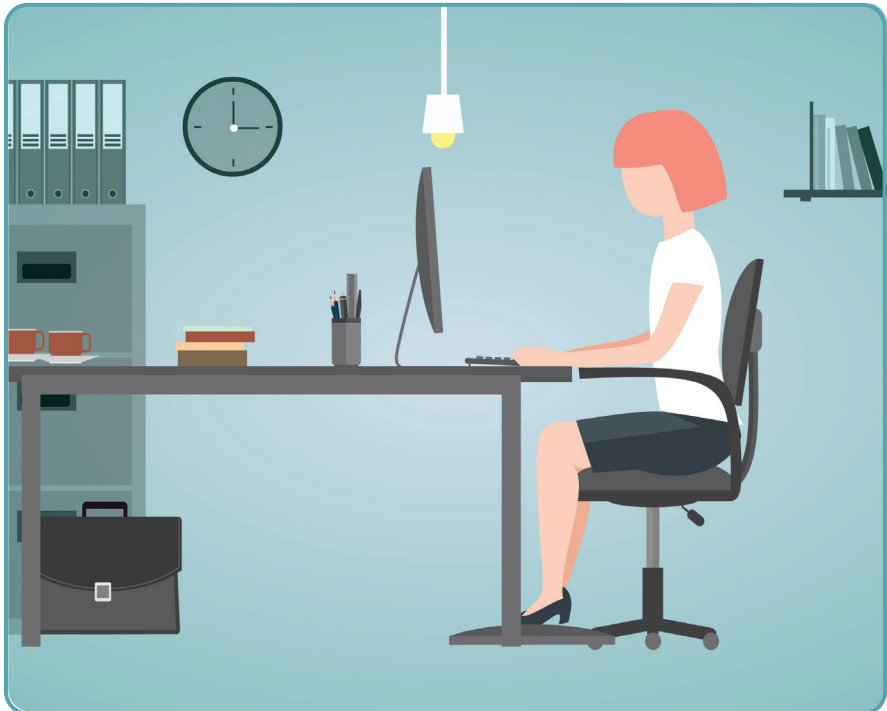
Oficina de Seguretat,
Salut i Medi ambient

ERGONOMICS IN 10 STEPS

THINK

You should organise the workspace to suit you.

Working with computers is not risky, but problems can arise.



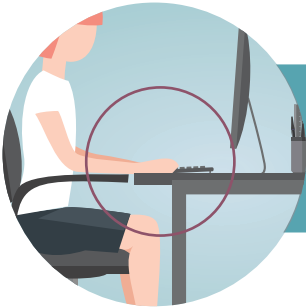
ORGANISE YOUR WORKPLACE

The changes you need to make to the design of your workspace to eliminate some potential problems are very simple.

1. Adjust the height of the chair so that your feet are flat on the floor and your legs are at right angles. Avoid awkward positions and do not stretch your arms to pick up objects.



2. Ensure that the work surface and keyboard are at hand level, with forearms parallel to the floor.



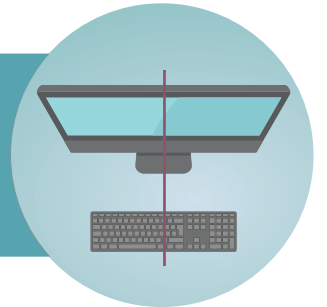
3. Sit with your arms close to your body and your back straight. The head should be straight or slightly tilted forward.



4. Position the monitor so that the top is at eye level and at arm's length. Don't forget to adjust the size of the characters to make them easily visible.



5. Place the keyboard in front of the screen and adjust its inclination to adopt a neutral wrist position. Avoid using too much force when typing.



6. Place the mouse close to the keyboard and at the same level. Frequently used objects should be easily accessible.



7. Avoid reflections on the screen.



LEVEL
TRAST

8. Adjust the contrast (preferably high) and brightness (preferably low) of the screen and select a soft background colour. Check your eyesight periodically.

9. Don't do the same task for too long. It is good to take short breaks (30 seconds to 5 minutes) every 30 to 40 minutes. Do relaxation exercises.



10. Use a document holder (lectern).



Remember that ergonomics works
around the clock



ossma@ub.edu



UNIVERSITAT DE
BARCELONA