OFFICES
ERGONOMICS

COMPUTER USE

1. Screen

• 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.

• Adjust the contrast (preferably high) and brightness (preferably low) of the screen and select a soft background colour. Periodically check your eyesight.

• Avoid reflections on the screen.

2. Keyboard & table

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

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

• Make sure the mouse is close to the keyboard and at the same level. You should be able to easily access frequently used objects.

4. Surface

• Make sure that, once the height of the chair has been adjusted, the feet are correctly positioned on the floor.

3. Chair

• 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.

• Sit with your arms close to your body and your back straight. Your head should be straight or slightly tilted forward.
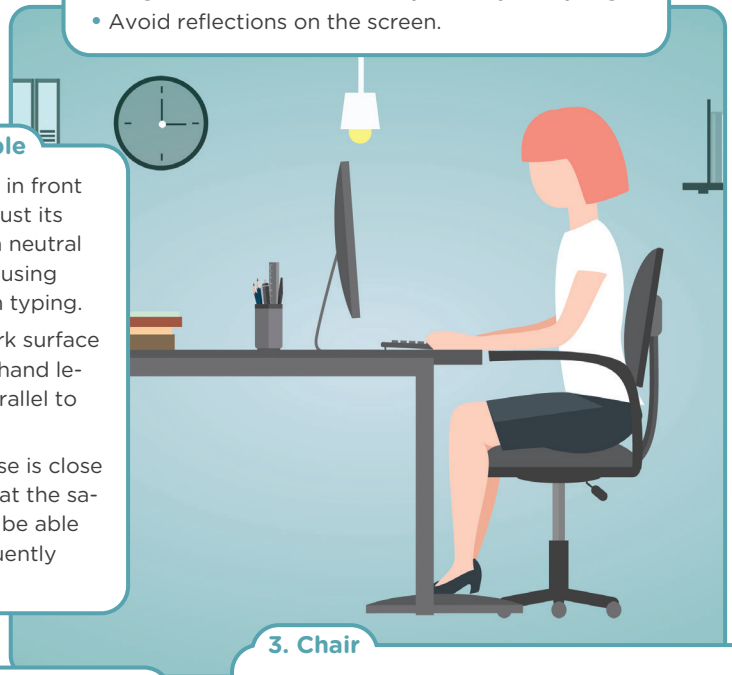
LAPTOP USE
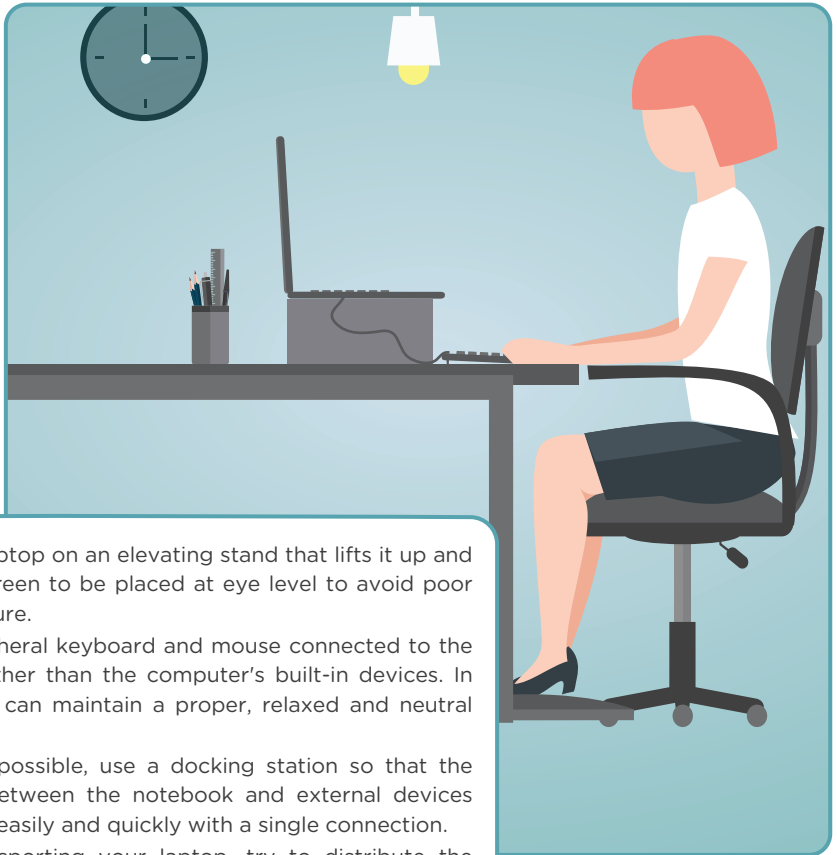
- Place the laptop on an elevating stand that lifts it up and allows the screen to be placed at eye level to avoid poor working posture.
- Use a peripheral keyboard and mouse connected to the computer, rather than the computer's built-in devices. In this way you can maintain a proper, relaxed and neutral posture.
- Whenever possible, use a docking station so that the connection between the notebook and external devices can be made easily and quickly with a single connection.
- When transporting your laptop, try to distribute the weight evenly. Preferably, use a backpack; if this is not possible, use a wheeled suitcase.
- Rest at least ten minutes for every hour of use.

EXERCISE TABLE

With the increasing use of data visualisation equipment, various visual and musculoskeletal complaints have appeared, such as pain in different areas of the spine or in the arms and legs. Prolonged work involves the fixation of some muscle and joint areas (shoulders and spine) and the rapid work of others (elbows and hands).

To avoid injuries, in addition to adapting the work equipment to the body, it is advisable to perform a series of physical exercises.
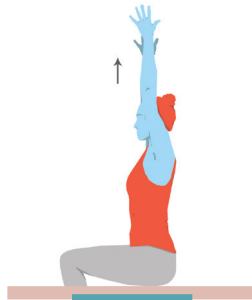
LEGS

Tip up, tip down

Leg suspension

Ankle flexion and extension

BACK

Arching of the back

Upper stretch

ARMS

Shoulder rotation

CERVICALS

1. Tilt your head back
2. Tilt your head forward
3. Turn your head left and right
4. Tilt your head to the side
5. Gently rotate your head

HANDS AND WRISTS

- Put your palms at 90°
- Put your palms at -90°
- Make a fist

- Spread your fingers apart
- Fingers together
- Make a fist

- Set the fists to -90°
- Open your hands
- Drop your arms

VISUAL FATIGUE

Working for long periods of time at the computer requires eye strain that can lead to eye irritation or eye strain. To avoid this, you can do the following exercises:

- For continuous work at the computer, let your eyes rest periodically by looking away from the screen and focusing on a distant point as far away as possible.

- During the above exercise, look at several points at different distances from the working environment.

- Another exercise is to place your elbows on the table and cover your eyes. Place the palms of your hands over your eye sockets, without pressing on your eyeballs. Cross your fingers in front of the bridge of your nose to prevent light from entering. Close your eyes for fifteen seconds, while breathing deeply. Finally, uncover your eyes.

- You can also simply rub the eyeballs gently.

ossma@ub.edu

UNIVERSITAT DE BARCELONA