

Directorate 9 – University Culture
Unit 9.4 Occupational Health Services

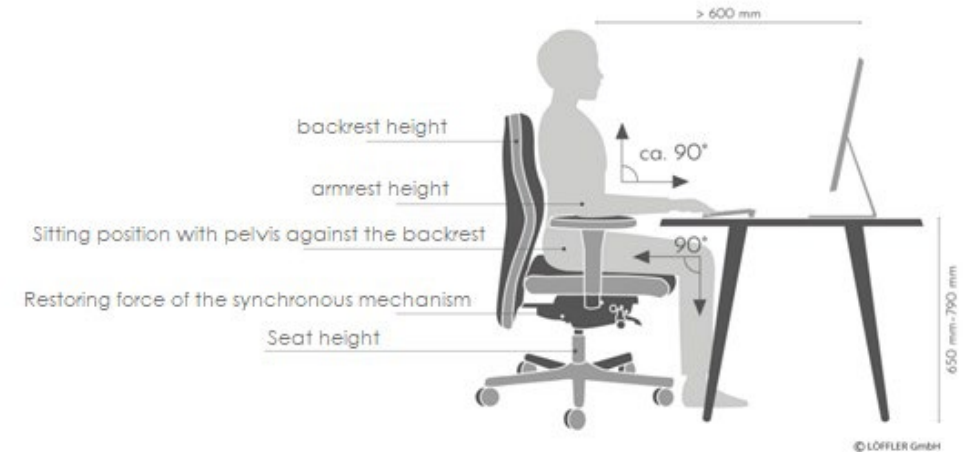
Workspaces with a screen

Instruction aid

September 2022

Ergonomic design of the workspace

- sufficient space for various sitting positions, enough "room to stretch" the legs
- Viewing direction parallel to the window
- Optimal setting for the **office chair**:



- ✓ your upper arms and forearms form at least a right angle when the forearms are resting on the table
- ✓ your thighs and lower legs form at least a right angle when both feet are fully resting on the floor
- ✓ you can comfortably put your feet on the floor - otherwise we'd recommend a footrest
- ✓ if possible, adjust the backrest support to better support the spine

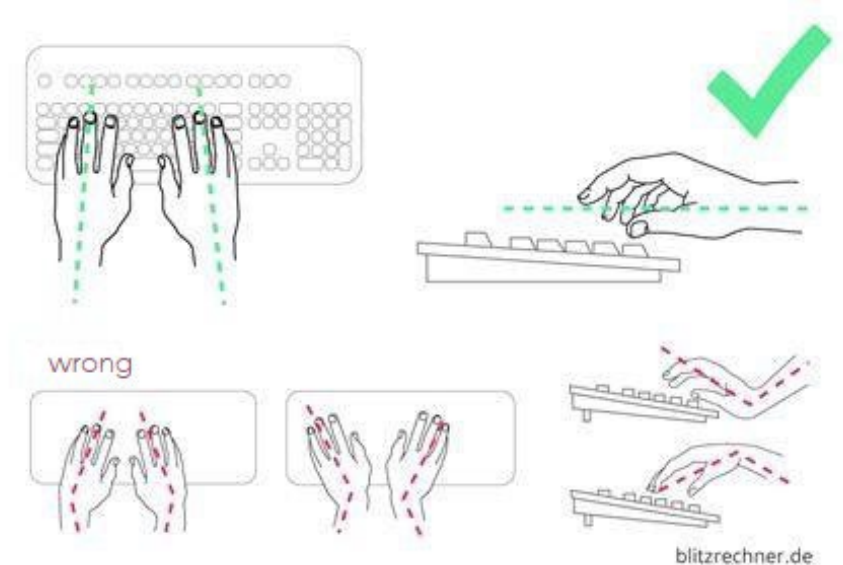
Ergonomic design of the workspace

- **Mouse:**

- ✓ positioned comfortably within reach (max. 30 cm from the edge of the table)

- **Keyboard:**

- ✓ positioned away from the screen
- ✓ positioned away from the edge of the table so that the forearms or wrists are supported (when using the armrests of the chair)
- ✓ your forearm, wrist and hand should form a line when working with the keyboard (not bent)



Ergonomic design of the workspace

- **Monitor:**
 - ✓ position the monitors centrally i.e. straight in front of you (so you do not need to twist your body)
 - ✓ distance 50 - 80 cm (depending on screen size)
 - ✓ do not position too high: top line of image max. at eye level
 - ✓ tilt monitor slightly backwards (max. 30°)
 - ✓ avoid reflections and mirroring, use existing blinds/slat blinds
 - ✓ positive display, i.e. dark font on light background
 - ✓ adjust contrast and brightness

Ergonomic design of the workspace

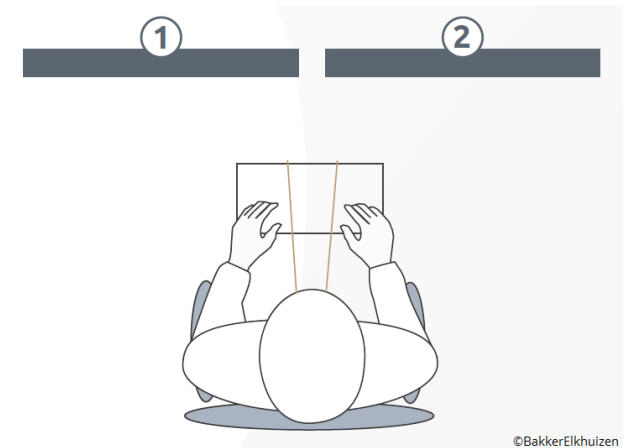
- **Working with two monitors:**

- ✓ if using both equally:

- Set up monitors as indicated in the picture or at a slight angle; you should only need to move your eyes and head.

- ✓ if only using the second monitor occasionally:

- Set up the main monitor centrally in front of you, and the second monitor at a slight angle next to it.
 - Turn your entire body with the chair to use the second monitor.



Ergonomic design of the workspace



- "dynamic sitting", i.e. change sitting position more frequently, use backrest
- (swing) Stools, exercise balls, etc. only suitable for short periods, not as the sole seating option
- regular (exercise) breaks; if possible, stretching/back exercises
- regularly close your eyes for a short time or look into the distance to relax them
- vision/eye complaints during VDU work -> VDU glasses may be required (arrange consultation appointment with Occupational Health Services)

Height adjustable desk

- ✓ adjust the height while standing so that your upper arms and forearms form a right angle with your forearms resting comfortably
- ✓ arrangement of work equipment for normal desk
- ✓ wear suitable footwear (high heels are unsuitable)
- ✓ At the beginning stand for about 10 minutes
- ✓ stand for max. 1 hour without interruption, about 2 hours throughout the day
- ✓ switch between one-legged and two-legged standing, switch standing leg, activate blood flow (e.g. "tipping" from balls of feet to heels)
- ✓ additional relaxation exercises

- Occupational medical check-up (for VDU work every 3 years, optional check-up possible at any time, send form by email or regular post)
- Advice on ergonomic workplace design, workplace inspections if necessary
- Advice on VDU workplace glasses (if necessary, application for support)
- Counseling for health problems, psychosocial counseling
- Assistance with applications for special work equipment, rehabilitation applications, etc.
- Lending ergonomic work equipment

Contact:

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