Are you sitting comfortably?

A properly adjusted chair will reduce the strain that you put on your back:

⇒ Try and ensure that your knees are level with your hips

⇒ you should be sitting up straight while at your desk

⇒ If your chair isn't providing enough back support, try using a rolled up towel or cushion until you find a position that's comfortable for you - then adjust the chair accordingly

⇒ Your feet should be flat on the floor, if they're not, consider getting a footrest

⇒ It's important that you avoid crossing your legs or sitting with one (or both) legs twisted beneath you

Check the position of your monitor

⇒ Guidelines suggest that the monitor should be positioned approximately 12-30 inches away from your eyes

⇒ A good guide to positioning is to place the monitor about an arm's length away

⇒ The top of the screen should be roughly at eye level, use something to elevate the screen if needed

Screen reflection and glare

⇒ Ideally your pc screen should be as glare-free as possible

⇒ Try positioning the monitor so that it is at right-angles to the window. You may need to move your desk or close the blinds.

⇒ If glare continues to be a problem, try using an anti-glare screen

⇒ You should also experiment with the screen settings on your monitor. Adjusting the brightness or contrast could make a big difference.

Are key objects are within reach?

⇒ Position frequently used objects - such as your telephone or stapler - within reachable distance from your body

⇒ Positioning items within easy reach will help to avoid overusing your arm, shoulder and back muscles.

⇒ If you spend a lot of time on the telephone, you may want to consider exchanging your handset for a headset

Workstation Assessment

Take a break

⇒ Try to alter your working day so that you don't spend all your time at your computer

⇒ If your job is mainly computer based ensure that you take regular breaks

⇒ For every hour at your keyboard, take at least five to ten minutes rest

⇒ Rest your eyes - look away from the screen and focus on something in the distance for a few seconds

Sitting at the keyboard

⇒ Keep your wrists in a straight position when using a keyboard - they shouldn't be bent up, down or to either side.

⇒ Your elbows should be positioned vertically under your shoulders

⇒ Using a wrist rest may help you to avoid awkward bending in your wrists

⇒ Position and use the mouse as close to you as you can

⇒ A mouse mat with a wrist pad will help to keep your wrist straight and avoid awkward bending

⇒ Try learning some keyboard short cuts to cut down on the amount of time you spend using a mouse