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Energie Textil Elektro
Medienerzeugnisse

Safe workplaces



Computer workstations

Training
Support Material for Workplace Safety Briefings

Your Statutory Accident Insurance



Working at a computer screen without aches and pains and staying healthy

Even though the equipment at computer workstations has improved significantly in recent years, ergonomic design and proper posture remain crucial for working without discomfort.

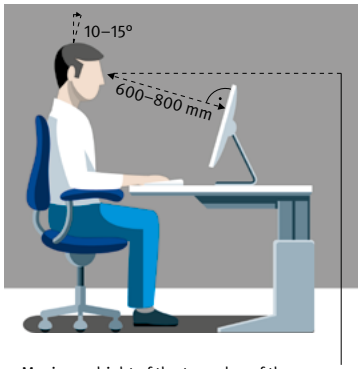
What are the most common complaints?

- Tension in the shoulders, neck and back
- Symptoms in the arms and hands, such as tendon irritation or pain
- Dry, burning or watery eyes; vision problems
- Headaches

Even if you don't have any symptoms yet: take advantage of the occupational health check-ups!

How to sit properly in front of the screen

- The top line of the screen should be positioned slightly below the horizontal line of sight
- Take advantage of the opportunity to sit dynamically and change your posture regularly
- The angle between the thigh and the lower leg, as well as between the upper arm and the forearm, should be at least 90°
- Use a footrest if needed



Maximum hight of the top edge of the screen



Ways to protect yourself

Setting up computer workstations properly

Screen position
The screen should be positioned so that you can maintain a comfortable, slightly forward-leaning head posture. Your line of sight should be perpendicular to the screen. This will help you avoid prolonged and uncomfortable strain on your neck and shoulder muscles.

Distance from the screen and keyboard
The distance from the screen depends on the screen size and the task at hand. For screens between 19 and 27 inches, it should be about 50 to 80 centimetres. The keyboard should be placed about 10 to 15 centimetres from the edge of the desk.

Avoid reflections on the screen
Ideally, there should be no window behind the screen or behind you. Where possible, the monitor should be positioned sideways relative to any windows. If this isn't possible, use venetian blinds or roller shades. This will help you avoid annoying glare and reflections on the screen, which can cause eye strain and headaches.

Position of the office chair and desk
Use all of the chair's adjustment features to adapt it to your body measurements. The backrest should be able to move freely to allow for dynamic sitting – adjust the resistance to match your body weight. The desk height should be adjustable to match the seating position.

Working on a laptop
Laptops are practical and portable, but ergonomically unsuitable for extended periods of work. The monitor, keyboard and mouse are too close together, which can lead to a hunched posture and one-sided strain. For this reason, laptops are only suitable for long-term use at a fixed workstation when equipped with an additional keyboard, mouse and monitor (known as a docking station).

Make sure to get enough exercise

Dynamic sitting and standing while working
An adjustable backrest supports dynamic sitting and encourages regular changes in posture. Switch between sitting and standing whenever possible. This change relieves pressure on the back and muscles and helps you move more throughout your workday.

Take advantage of opportunities to move around
Plan your work so that you aren't sitting all the time. Visit your coworkers, take the stairs and hold meetings or make phone calls while standing. Take every opportunity to be active – even in your free time.



Avoid tilting the screen: this forces you to sit in a twisted position all the time, which can damage your spine and joints.



Computer glasses are specially designed for working at a computer screen. They are needed if the current eyewear is not suitable for computer work. This allows employees to see clearly and comfortably at the typical viewing distance between the keyboard and the screen.

IF YOU HAVE ANY COMPLAINTS

If problems with your eyes, head or musculoskeletal system do not improve despite ergonomic adjustments, please discuss this with your company physician. The contact person can provide you with personalised advice – for example on whether you need glasses.

For more information on setting up computer workstations in a health-conscious manner, see the brochure ↗ T040 as well as our e-learning module ↗ "Working at a computer in the office and at home".

Working for you
BG ETEM



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