



Office Ergonomics

VDU (Visual Display Unit) Hints and Tips

Once you are satisfied with your chair position, it is important to fit your desk and VDU / equipment to your position, not the other way around.

Equipment and set up

- Make sure your desk is uncluttered and that you have enough space to place your documents and equipment within easy reach and in a convenient place
- Your computer screen should be placed at the correct and most comfortable height for you. As a rough guide, the top ¼ line of the screen should be in line with your eyes and should be roughly an arms length away from you
- The monitor should be directly in front of you and should not cause you to twist to see the screen.
- Your forearms should rest loosely on the desk with your arms being roughly horizontal
- Avoid asymmetrical repeated or prolonged postures e.g. typing whilst holding the phone between your shoulder and ear

Keyboard and Mouse

- Your keyboard should be roughly 6 inches from the edge of the desk and allow you to type with your wrists rested gently on the edge of the desk
- Your keyboard should lie at such an angle to be able to keep your wrists in a neutral (straight) position whilst typing.
- The mouse should be within easy reach. Try to keep your elbow at roughly 90 degrees when using the mouse. Do not over-reach and chase your mouse around the desk.



Screen Issues

- Adjust your brightness / contrast settings to suit the lighting in your room
- Set up your software so you can easily read the font size and distinguish text colours with ease. Straining to view the screen pokes your chin forwards and causes neck strain

Posture and Breaks

- Remember to take a break from sitting every 45 minutes
- Stretch regularly – move your neck in all directions and roll your shoulders backwards frequently
- Try to avoid eating lunch sitting in front of the screen – the mind and body needs a break every now and again!

This advice sheet is a guide to help your ergonomic / VDU set up at the office or at home. Individual requirements may differ from those suggested. If you are unsure, contact us at info@fit4-physio.co.uk for further information / advice.

w: www.fit4-physio.co.uk

e: info@fit4-physio.co.uk

t: 07970717149