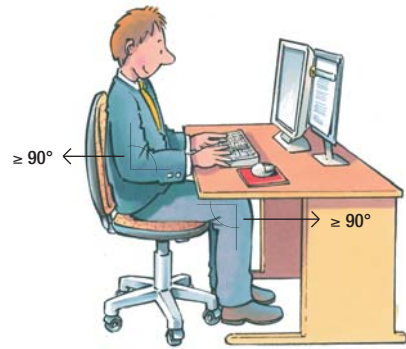


Am I sitting properly?

Do you know how to adjust the height of your chair? Is your desk adjustable too? Find out!



If you have a desk that is not adjustable:
Sit on your chair as you normally would and check:

1. Are my upper arms hanging down comfortably, with my forearms horizontal to the keyboard? Your upper arms and forearms should form an angle of at least 90°.

Yes No

If you are not sitting as described, set your chair to the correct height.

2. Your thighs and lower legs should form an angle of at least 90° too. Are the soles of your feet flat on the floor now?

Yes No

If your feet don't reach the floor, try using a footrest.

If you have an adjustable desk:
First check your sitting position:

1. Is my chair adjusted so that the seat is at knee height and my thighs and lower legs form an angle of at least 90°?

Yes No

If not, adjust the height of the seat.

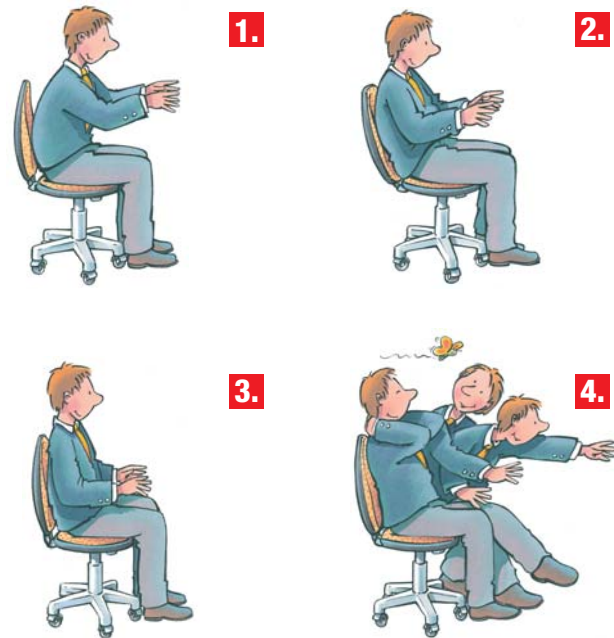
Then check whether your desk is the proper height:

2. Are my upper arms hanging down comfortably, with my forearms horizontal to the keyboard? Your upper arms and forearms should form an angle of at least 90°.

Yes No

Set your desk to the correct height.

Which of the four sitting positions do you think is the best?



4. The dynamic sitting position is the best. If you often change your posture and stand up from time to time you'll be doing your back a favour – and your health too.

Make use of the whole seat, so that your back is supported all the time. And find out whether and how the angle of the back rest can be adjusted.

Are there alternatives to sitting?



Remind yourself:

It does you good to get up and walk about occasionally. If you have an adjustable desk, work standing up for a while; if not, you can at least make phone calls or sort your papers standing up.



Walking makes a change, too:

Use the stairs instead of the lift. Go and talk to your colleagues instead of sending them an email.

In short breaks you can do some exercises. You will find some useful hints in the VBG leaflet „Gymnastik im Büro“.

Is everything in the right place on my desk?

1. Measure the distance between your eyes and the VDU cm
the copy you are working from cm
the keyboard cm

The distances should be roughly the same: at least 50 cm and no more than 80 cm, depending on the type of work.



2. Measure the distance between your keyboard and the edge of the desk.

..... cm

Your keyboard must be 10 to 15 cm from the edge of the desk so that you can rest your hands on the desktop during breaks in typing. That relaxes your neck and shoulder muscles.

All the objects you need constantly when working at the PC should be directly in front of you. Everything else can be to one side. If you keep some of your materials further away you will have to get up from time to time – and that is good for your health.

Make sure your VDU is standing directly on the desk and not too high up, for example on top of the computer. Then you can see the screen from a relaxed position, looking slightly downwards. That is how we normally read books, too; it's the natural reading position.

Is my VDU properly adjusted?

1. Your screen should not flicker; if it does, it will give you a headache and make your eyes water or burn.

If you have an LCD screen you can be sure it doesn't flicker because of its special display technology.

If you have a cathode ray VDU you can test it yourself to see if it flickers:

Direct your view about 10 cm to the side of the screen and watch the screen without looking at it directly.

If the screen flickers, try to adjust it to a refresh rate of at least 85 Hz using the control panel of your operating system.



2. Whenever possible, use dark characters on a light-coloured background (**positive display**).

Avoid setting the system to light-coloured characters on a dark background (**negative display**), as the characters on the screen are not easy to read in negative display. Moreover, reflections are much more of a problem than in positive display.

3. The letters on your screen must be big enough. Capital letters should be a little more than 3 mm high for viewing from a distance of 50 cm.

Measure them to make sure.



Am I viewing my screen in the right light?

Check your workplace:

1. Are you facing a window when you look at your screen?

Yes No

2. Is there a reflection from a window or lamp on your screen or working area?

Yes No

If your answer to one or both of these questions is „yes”, you are straining your eyes too much. **Place your VDU at right-angles to the window, so that your direction of view is parallel to the window.**

If your workplace has lights that shine directly downwards it's better to sit between two rows of lights than directly underneath one. The light then shines from the side, and there is less risk of being dazzled or that the lights will be reflected in the screen.

Use the window blinds if the sunlight dazzles you or makes the screen difficult to read.



If you use a desk lamp, the rest of the room should not be dark. Otherwise, your eyes constantly have to adjust to different degrees of brightness.

Healthy Working with a Computer

Check your workplace



Headache, backache, neck and shoulder pain: all that can be avoided. Take your health into your own hands.

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