

Are you sitting comfortably?

Hot desking: how to reduce the risk of long-term injury using your laptop

If you are using your laptop often or for extended periods, you should set it up correctly at your desk with a mouse, keyboard (mini-keyboards are an excellent portable solution) and laptop stand. If you are using your laptop on the move, try to find space for your keyboard, mouse and laptop stand.

Without using the laptop as part of a mobile workstation, long-term neck and shoulder injuries are common. Just think of the strain on your body when you crouch over a laptop screen for long periods.



COW STRETCH



CAT STRETCH

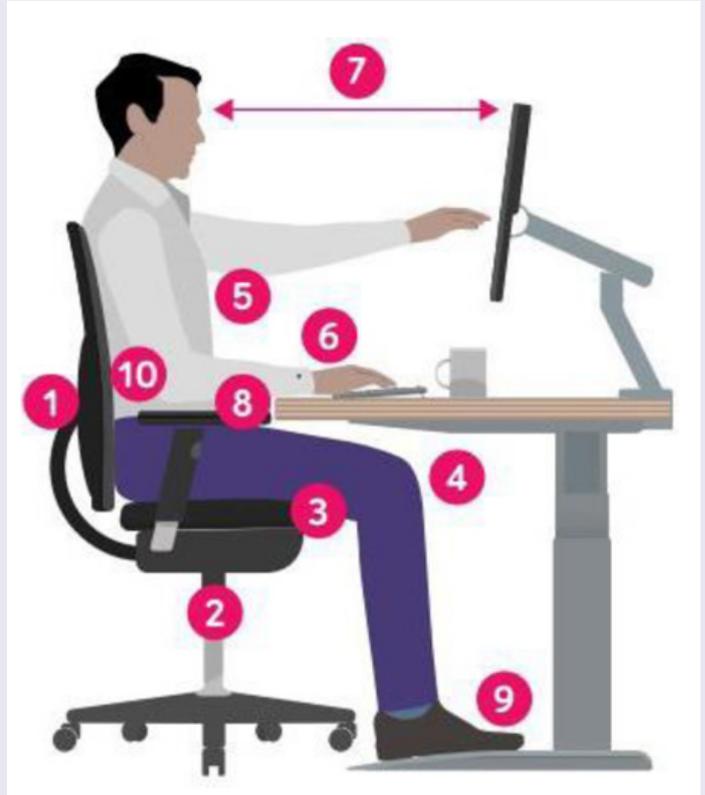


SIDE ANGLE

Setting up your workstation

The following tips will ensure your workstation is set up in a way that minimises awkward postures and is a guide for you to adjust your workstation.

1. Good lumbar support should be achieved, i.e. the lower back should be supported.
2. Seat height should be adjusted to achieve points 3-5 below.
3. There should be no excess pressure on the underside of your thighs and back of knees.
4. There should be no room under the desk to allow changes in posture (no obstacles).
5. Forearms should be horizontal and elbows approximately at right angles.
6. There should be minimal bending of the wrists and hands, they should be horizontal.
7. Screen should be at arms length and height and angle should be adjusted to allow a comfortable head position with the neck and head straight.
8. Ensure there is space in front of the keyboard to support your hands/wrists during pauses in keying. Place mouse close to keyboard.
9. A foot support should be provided if your feet do not now touch the ground.
10. If seat arm rests are provided these should not prevent you from pushing your chair under the desk or should be adjustable in height.



TAKE A BREAK:

- No matter how good your workstation set up is, it is essential you take regular breaks through the day.
- Where possible DSE work should be rotated with non-DSE tasks to prevent fatigue.
- Use breaks to vary your posture.
- Try and take breaks before you start to get tired or experience symptoms.
- Short, frequent breaks (micro-breaks) are preferable to occasional longer breaks.
- Ideally breaks should be taken away from the workstation even if this is to get up and get some water or go to the printer.
- Use Office Outlook as a reminder to take breaks.