

# Display Screen Equipment Set Up



Growing a  
*healthier workforce*

You may be required to work with computers or display screen equipment for some or all of your day; this might be in different hospitals/clinics or other environments such as patients' homes, your own home, public places and hot-desk areas provided by the trust or other partner organisations.

The following information provides advice on how to set up the workstation you are using.

You should adjust the workstation to suit you; where there is more than one user of the workstation, equipment should be adjustable.

## Chair

- Raise or lower chair so that your elbows are bent to 90° and the desk is slightly below your elbows  
If your feet do not touch the floor, use a foot rest.
- Shoulders should be relaxed, not elevated.
- Keep your arms in close to your side.
- Adjust back rest, height and angle, to provide support for your back.
- Sit your bottom right back in the chair for support.
- Pull your chair in close under the desk, consider removal of chair arms if they prevent this.

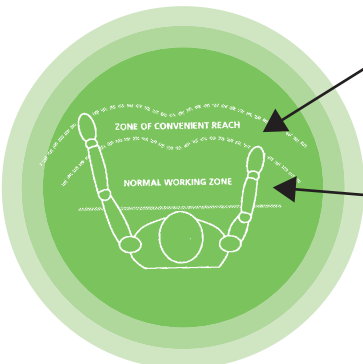


## Screen Position

- Directly in front, at arm's length (50 – 70 cm).
- The top of the screen at eye level or slightly below. A screen step or swivel arm may be required.
- At 90° to light source to avoid glare.

## Keyboard

- Keep your wrist and fingers in line with your forearm.
- Ensure adequate space on the desk in front of keyboard to rest your wrists when not keying.
- A wrist rest should only be used when not keying



## Zone of convenient reach

Objects such as your phone and filing trays should be stored within this area to avoid over-stretching.

## Normal working zone

Your arms should remain close to your side and frequent tasks should be undertaken within this area e.g. keyboard use, mouse use, written work.

## Mouse

- Keep within the normal working zone with your arm close to your side, not outstretched.
- Avoid gripping the mouse.
- Take your hand off the mouse when not using it.

## Desk

- Ensure there is space to pull your chair fully under the desk.
- Avoid storing bags, bins, files, mobile pedestals etc. under the desk to limit leg access.
- Keep desk tidy and remove unnecessary equipment from desk e.g. disk drive, printer.

## Micro-breaks

As computer technology has advanced, there can be less demand for tasks which involve moving around such as getting up to go to the photocopier/printer/to talk to someone, resulting in prolonged periods of sitting in the same position.

**Where possible, tasks should be arranged to encourage regular movement so that:**

- Every 20-30 minutes – take micro-breaks while seated, for example, take your hands off the keyboard and mouse to stretch and move in a different direction, such as:



**Move ear to shoulder**



**Make a fist and then open fingers wide**



**Squeeze shoulder blades together**



**Straighten knee; pull toes up and down quickly**

- Every hour - get up from the seat, for example pick up your printing or top up your water glass.

## Portable computers and hand held devices

Some staff regularly use portable computers and hand held devices.

As these have to be compact enough to be easy to carry, this can result in design compromises, such as smaller keyboards/screens and lack of adjustability, which can make them less comfortable.

For prolonged use, portable computers and handheld devices should be placed on a firm surface at the correct height for keying and external keyboards/mice or full docking stations should be available for use.

## Assessment

The Display Screen Equipment (DSE) Regulations (1992) state that if you are considered a frequent user, your workstation should be assessed taking into account various criteria: the environment, furniture and equipment, computer software, the job and, most importantly, you.

The trust has a self-assessment form which covers these issues. This can be found on the intranet.

Following your assessment, you should discuss any identified problems with your line manager.

## Eye tests

If you are considered a frequent DSE user, and require glasses for using display screen equipment (DSE), please refer to the DSE policy.

Following your manager's and the optician's agreement that your glasses are required for DSE use, you can submit an expense form and your employer will pay a contribution towards your expenses.

## Further information

If you are experiencing any on-going musculoskeletal problems which you require assistance with, you can access further support from the staff physiotherapy service.

Further DSE information can be found in the display screen equipment (DSE) policy.

## We're here to help

If you need further information or advice, please contact the staff physiotherapy service telephone 01670 564010, internal extension 36010.