

Watch out for bad habits

Bad practice	Remedies
Extending the upper arm to use the keyboard	Sit directly in front of and near to keyboard
Twisting the torso to use the keyboard	
Twisting the neck to view the screen	Sit directly in front of the screen
Twisting the torso to view the screen	
Elbow not at keyboard height	Adjust the seat height
Elbow extended Elbow not making contact with trunk	The elbow should sit below the shoulder, tucked into the side of the trunk Adjust the seat height so that the elbows are level with the keyboard
Slouched back or hunched forward	Sit upright in seat, or tilt the spine back by no more than 5° allowing the small of the back to be supported by the back rest of the chair Try to maintain the curvature of the spine Let the backrest take some of your weight
Head bent upwards	Lower the display screen so that the top of the display screen lies just below the level of your eyes
Twisting the neck to read off a paper document	Use a document holder positioned next to the screen
Looking at the keyboard to find the keys	Learn to touch type
Extending the arm to use the mouse	Position the mouse close to the side of the keyboard and at the front of the desk Use keyboard short-cuts instead of mousing
Peering into the screen	Swivel or tilt the screen to remove glare Close a blind to block out the sun or sky Clean the screen Magnify the image Use a larger font size Adjust the screen brightness or contrast If problems persist, get an eyesight test
Working without a break	Take a break of at least 10 minutes every hour Take some exercise Gaze outdoors, focusing on something distant
Continual heavy use	Change your lifestyle

Fuller guidance can be found in: 'Use of display screen equipment in schools by pupils and students: Health and safety guidance: Teachers' Guide'

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Using computers safely

Guidance on setting up workstations for children and on how to prevent computer-related injuries.

What are the big causes of injury?

- habitual bad posture and technique; and
- working for long periods of time without a break; and
- working too often.

Main causes of bad posture:

- Sitting at the wrong height.
- Slouching; not maintaining the proper curvature of the spine.
- Twisting the back or neck.
- Muscles in shoulder, arm, wrist, hand or neck under continuous strain, not in a neutral posture.
- Stretching the arm.
- Bending the wrist.
- Much use of the mouse.
- Looking upwards at a screen.
- Bending the trunk or neck when the screen display is too near or too far away.
- Craning the neck when the screen display detail is difficult to see.
- Twisting the head, neck or trunk to look at documents.

Recommendations:

- Each workstation should be risk assessed and supervised.
- Children should be trained in how to set up workstations.
- Children should learn to be responsible for their own safety and that of others.

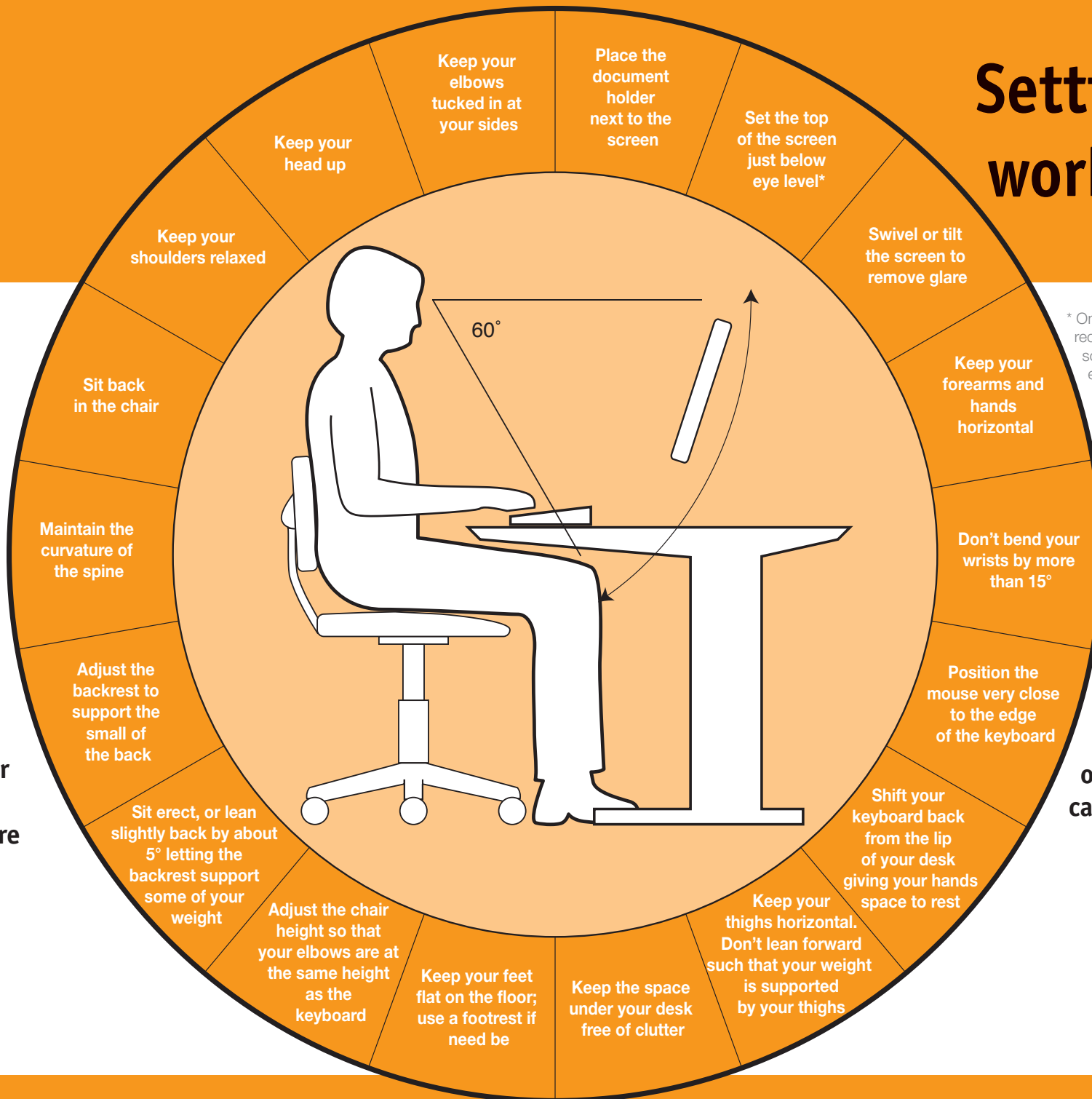
Good posture

Setting up a workstation

Sit directly in front of your keyboard and screen.

Don't continually twist your back or neck to read documents.

Try to keep your body relaxed in a neutral posture with very little strain on any muscles.



* One body of opinion requires the top of the screen to be set just below eye level. Another body of opinion prefers the centre of the screen to be 35° below eye level.

Overmuch use of the mouse can cause injuries.