

STUDY STATION SET-UP

SIMPLE STEPS TO REDUCE RISK OF INJURY

VARY YOUR POSTURE

- ☑ Follow the workstation set up tips to reduce postural fatigue but remember to vary posture and take breaks to reduce discomfort

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ADJUST YOUR CHAIR

- ☑ Raise or lower your chair height so that there is a 90 to 110-degree angle at your hips and a 90-degree angle at your elbows
- ☑ Adjust the chair back so that it supports your lower back and the natural curve of your spine
- ☑ Feet should be placed flat on the floor or if this isn't possible, use a foot rest.

SET UP YOUR MONITOR

- ☑ Get your eyes tested every two years to make sure you have adequate corrective lenses if they are required.
- ☑ Adjust the monitor height so that the top line of text is at eye level
- ☑ If you work on a laptop all the time, you may want to purchase a separate keyboard so that you can elevate your laptop monitor
- ☑ Having one's arm's length between you and the screen for optimal viewing distance

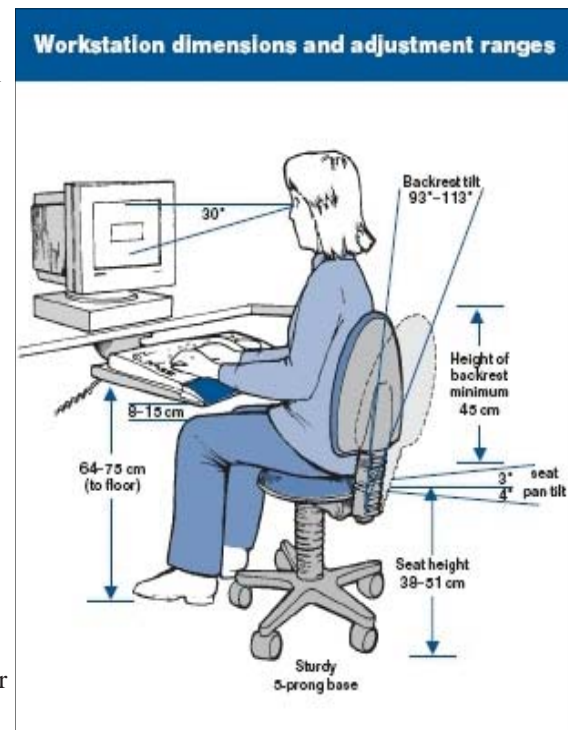
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ORGANIZE YOUR WORK

- ☑ Reduce the need for awkward head movements by placing your documents as close as possible to the computer monitor.
- ☑ Place items you use frequently within easy reach (within 30 cm). Items used occasionally or infrequently can be placed further away.

OPTIMIZE YOUR LIGHTING

- ☑ Reduce glare from windows by ensuring that you are sitting parallel to a window when you are sitting in front of your computer
- ☑ If you have to sit in front of or with your back to the window, ensure blinds are adjusted to reduce the light on your monitor
- ☑ If you have overhead lighting, position your study station so that the monitor sits at a right angle to the work surface
- ☑ Use task lighting for writing surfaces or reading hard copies.

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