

# Setting up a workstation

The illustrations below demonstrate how to design and set up a DSE workstation which will comply with the legislation and at the same time minimise the risk of injury.



## Typical DSE user

- Slouching
- Poor posture
- Poor light
- Equipment too close to eyes



## Lighting

- DAYLIGHT: position the computer screen at right angles to windows, or use blinds to avoid glare
- ARTIFICIAL LIGHT: use diffused lighting and position the computer screen to cut down glare
- Where the above are not possible, use a good quality glass filter to reduce glare, improve clarity and character definition



## VDU screen

- Ensure you are 'face on' to your computer screen
- Bring the top of the VDU to just below eye level
- Adjust the screen to reduce glare, preferably sideways onto the window
- Position the computer screen at approximately arm's length
- Ensure there is room to manoeuvre the keyboard comfortably and away from the edge of the desk to rest the wrists

Ensure you are 'face on' to your computer screen



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## Chair, footrest and wrist rests

- Wrist rests help achieve a "neutral" position and improve forearm comfort
- Use a height-adjustable chair
- Adjust seat so that the forearms are parallel to the keyboard
- If the feet are not firmly on the floor, use a footrest
- Keep the computer screen at approximately arm's length (50-70cm)

Wrist rests help achieve a 'neutral' position and improve forearm comfort.



## Copyholder

- Place copyholder alongside the computer screen to reduce head movement
- Inline document holders allow copy to be placed between the keyboard and the terminal thereby saving desk space and eliminating unnecessary head and neck movements

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