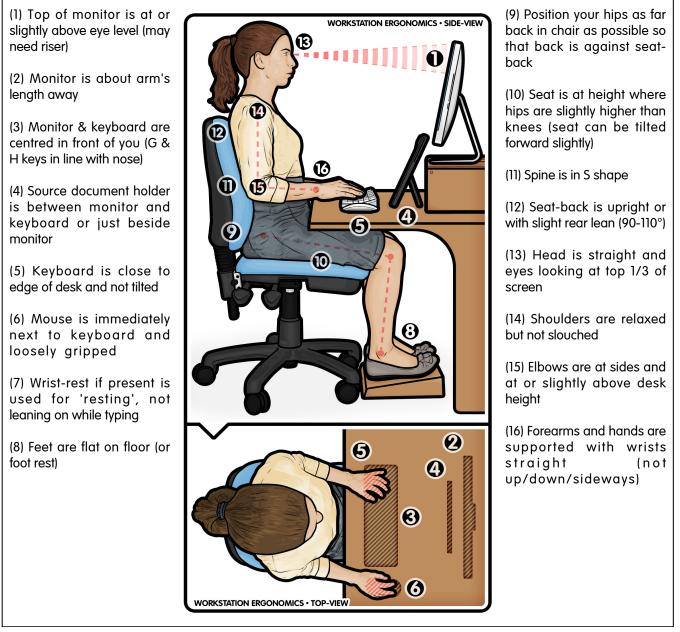


INFORMATION SHEET

ERGONOMIC COMPUTER WORKSTATION SET UP AND STRUCTURING YOUR WORKING DAY

Prolonged computer use has the potential to cause physical discomfort, visual discomfort, stress and fatigue. Physical discomfort can manifest as: pain, fatigue, muscle discomfort, stiffness, burning feelings, weakness, numbness or tingling. A correct ergonomic workstation set-up can minimise the likelihood of developing these symptoms from daily computer use. While a good set-up will encourage good posture and movement patterns, it is not a guarantee. Being mindful of your posture during the working day is equally vital, as is sensible management of your working hours to include task changes, position changes, scheduled breaks and regular pauses.



Regular task breaks: These need to be more often than morning, lunch and afternoon breaks. Short breaks away from the computer will prevent muscle fatigue. These could involve doing other work-related, but not computer-based, tasks. Aim for 5-10 minutes every hour. Breaks are a good opportunity to perform stretches or exercises too.

Micropauses: These are brief pauses taken while still at your workstation. Micropauses give your arm muscles a chance to relax. Get into the habit of fully relaxing your hands and arm muscles on the desk, arm rests, or hanging down at your sides when they are not in use. Make sure you do not continue to hold your hands up after typing has ceased or 'hover' over the mouse.