

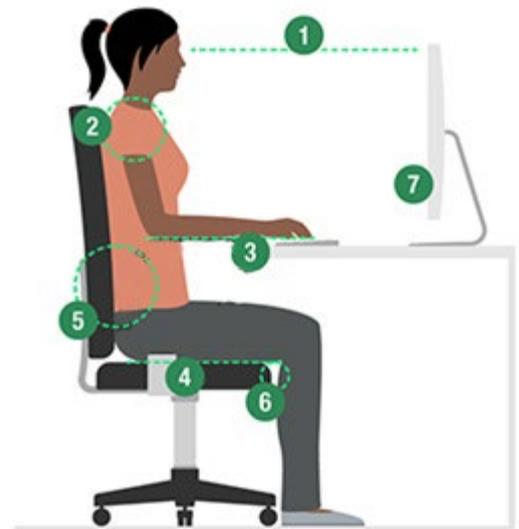


WORKING WITH DISPLAY SCREEN EQUIPMENT (DSE)

The following information will help you setup a comfortable workstation when working in SWAE office areas. To help prevent the onset of DSE related aches, pains and fatigue take regular breaks and move around. Please inform your line manager if you're not comfortable (even if it's just for one day!).

Setting up your chair

- 1. Monitor height:** The top of the monitor is to be level with the top of your ears
- 2. Upper back support:** Contact with the seat back support, along your entire spine
- 3. Forearm alignment:** Keep a rough right angle in your elbows when typing
- 4. Seat height:** Your hips should be slightly higher than your knees
- 5. Lower back support:** Contact with the seat back support
- 6. Lower leg:** Keep a small gap between the front of your chair and the back of your lower leg
- 7. Monitor distance:** Roughly an arm's distance away



If you use a height adjustable desk: Set the height of the desk so that you have a slight right angle in your elbows when typing (point 3 above).

Adjusting your monitor screens

- If your vision is affected when reading a monitor screen, you can adjust with the brightness and contrast controls located on the display screen.
- Glare on your screen can disturb your vision via reflections and bright areas in your field of view. Swivel or tilt the screen to remove glare and;
- make use of blinds and overhead lighting to remove excess light.

Did you know – the University will provide you with a free eye test, for more information visit the [Staff Directory](#) and search for 'eye test'.

More advice on the other side!



Desk arrangement

- Keep rarely used items away from your working area.
- For items that you use less often, keep them at an arm's length.
- For regularly used items such as (your keyboard and mouse) keep them closest to you to prevent overreaching



Hygiene

- Regularly wipe down the equipment with hard surface sanitiser wipes to keep it clean.
- Turn your keyboard over occasionally and give it a shake, to remove dust and particles.
- Please clean your workstation at the end of each working day and dispose of any rubbish.

Storage and workspaces

- Make use of lockers to reduce the amount of IT equipment you need to carry.

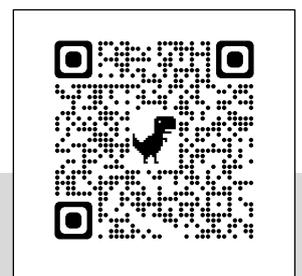
Trip hazards

- Please be mindful of personal items on the floor and any trailing electrical leads.

Electrical Safety

- Avoid overloading sockets or daisy chaining electrical leads.

To access the Moodle resource for SWAE workstations using your smartphone, use the QR code here



Need advice or support?

- For SWAE IT Equipment queries: swae@essex.ac.uk
- For office environment or furniture queries: safety@essex.ac.uk
- DSE training and advice: safety@essex.ac.uk

Smart Working at Essex