

DSE Controls

DSE and the workstation are areas which are often associated with causing various aches, pain and discomfort to employees. However, very few issues are associated with these areas when they are used correctly.

It is recommended you take a short break every hour to help refocus your eyes and stretch out your muscles.

Display Screen

There are a number ways to reduce the risks associated with using display screens, such as:

- ✓ Keeping the screen 50-70cm away from your eyes (about arms length)
 - ✓ Ensure the top of the screen is at eye-level
 - ✓ Change the size font and font style to one that is easily readable
 - ✓ Adjust to brightness and contrast of the screen to suit you
 - ✓ Try to minimise the contrast between your screen and your work area (very bright or very dark work areas are not recommended)
 - ✓ If you are using documents, place them at the same distance as the screen reduce how often you need to refocus
 - ✓ **Take a short break every hour to refocus your eyes**
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Keyboard & Mouse



You can reduce the risk of injury from use of a keyboard and mouse by:

- ✓ Placing the keyboard at a comfortable distance in front of you
- ✓ Place the mouse within easy reach
- ✓ Rest your wrists and hands on the desk between typing
- ✓ Tilt the keyboard to a position that suits you
- ✓ Grip the mouse gently
- ✓ Try to type with your wrists in a neutral position (level with your forearm)

Workspace / desk

You can reduce the risk of harm by:

- Ensuring you have sufficient space to work comfortably
- Ensuring you have not stored items under your desk
- Ensuring the desk is not too high or too low for you to work comfortably

Chair

You can reduce the risk of harm by using your chair correctly.

- Set the chair at a comfortable height (hips slightly above knees)
- Adjust the seat back so that your lower back is fully supported
- Your thighs should be parallel to the floor
- Your lower legs should be perpendicular to the floor
- Your feet should rest flat on the floor
- Avoid twisting and bending your back

Environment

You can reduce the risk of harm from environmental factors by:

- Installing adjustable window blinds
- Using portable desk lighting
- Ensuring heating is adjustable and monitored
- Position noisy equipment away from employees desk (printers, scanners)

It is important for employees to be aware of their own posture and comfort when working with DSE and make the changes necessary to work comfortably.

Report any problems with your workspace to your employer immediately.