Are you still feeling pain?

Are you still feeling pain even though you've made adjustments to your workstation? **Speak to your health and safety advisor.**

Still unsure? Contact:

Move more,
feel better

Stand up and change your position frequently.
Aim to **move every 15 to 20 minutes** or whenever
you notice poor posture or experience fatigue.

Still unsure? Contact:

Three tips for elated arms and stress-free movement

Make sure your **wrists do not bend** up, down or sideways while using the keyboard or mouse.

Make sure your seat **height is adjusted** to help prevent shrugging or hunching your shoulders.

Make sure you do **not need to overstretch** or reach for your mouse or keyboard.

Still unsure? Contact:

Are you sitting **comfortably?**

Adjust the tilt of your backrest so that your **upper body is leaning back slightly.** An angle of 90°-120° is (usually) most comfortable.

Still unsure? Contact:
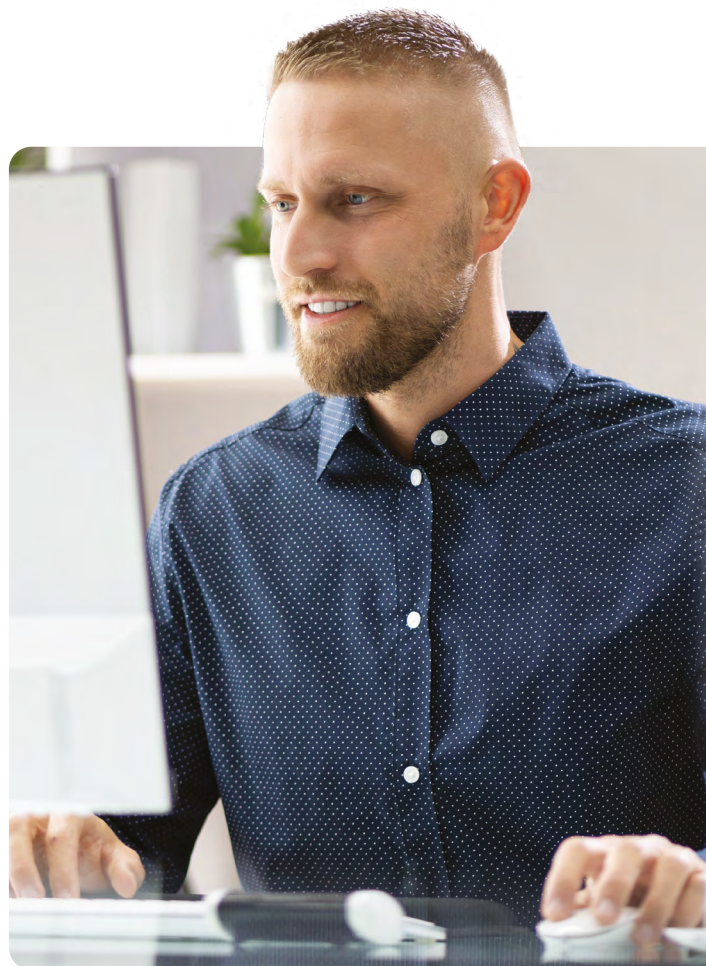
Three tips for monitor happiness

Position is key
Ensure your monitor is free from glare and reflections

Eye level
Your eyes should be level with the top of the screen's viewing area

Arm's length
Keep it at arm's length (roughly) so you do not strain your eyes

Still unsure? Contact:

Look into
the future

Staring at one point places prolonged stress on the eye muscles. **Every 20 minutes focus on a distant object for 20 seconds**, allowing your eyes to relax and recover.

Still unsure? Contact:

If you're dining,
don't go 'al-desko'

As many as two thirds of office workers eat lunch at a desk. This is bad news for productivity and mental fatigue. So get up from the desk and **hit the break out room!**

Still unsure? Contact:

Do you feel
supported?

To help your back support your weight, **your feet should be flat on the floor or supported by your knees**, which should be positioned slightly lower than your hips.

Still unsure? Contact:

Jump up and get down!

Get up and move around periodically so that you aren't using the computer for long periods of time without a break. **A 10 minute break every hour should help!**

Still unsure? Contact:

Keep your
keyboard close...

Ideally, your keyboard should be **10-15cm away** from the front of your desk. If it's further away, you might consider making some adjustments.

Still unsure? Contact:

Don't forget to blink

Research shows that **computer users blink less** when staring at their screen, increasing the likelihood of **eyes becoming dry.**

Still unsure? Contact:

Tap, tap, complete

Reduce mouse use by **learning a few keyboard shortcuts:**

Copy	CTRL	C

Cut	CTRL	X

Paste	CTRL	V

Undo	CTRL	Z

Bold	CTRL	B

Underline	CTRL	U

Italic	CTRL	I

Print	CTRL	P

Still unsure? Contact:

Learn to love
the letter L

Keep an L shape between your upper and lower arms when typing so that you **maintain a relaxed neutral posture.**

Still unsure? Contact: