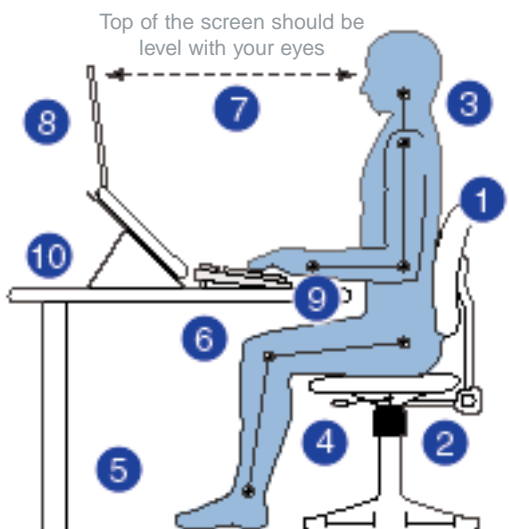


# workstation with a laptop setup

- ▶ Do not work on a laptop for more than 20 minutes at a time.
- ▶ If you need to work on a laptop for longer, ensure that you carry with you a lightweight laptop stand, keyboard and mouse.
- ▶ Take a break away from the computer. At least 5 minutes every hour.



- 1 Adjust your seat back, height and tilt to give good lumbar support.
- 2 Adjust seat heights so your forearms and wrists are roughly horizontal with keyboard 'ASD..' row. Type with wrists in a horizontal position. Use a separate keyboard and mouse.
- 3 Head comfortably up, neck not stretched forward. Shoulders relaxed, not hunched up or arched forward. Avoid forward head posture.
- 4 Avoid excess pressure on the backs of the thighs and knees.
- 5 Keep your feet flat on the floor, obtain a foot rest if required.
- 6 Ensure sufficient space under the work surface for changes in position.
- 7 Ensure your screen is at a comfortable viewing distance (recommended is about arms-length).
- 8 Ensure the height and angle of the screen are comfortable for use (recommendation is eye level at top of screen). Use laptop stand to raise the laptop's screen.
- 9 Ensure there is space in front of the keyboard to support your hands/wrists during pauses in keying.
- 10 Keep your workstation tidy, and ensure essential documents and your phone are to hand.

