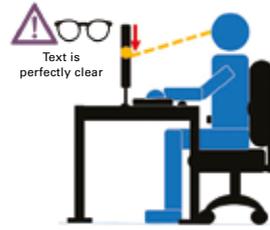


### >>> Wearing bifocals or multifocal lenses

Specific adjustment of your screen's height:

- 1 Display a text on your screen.
- 2 Keep your head straight and look at the first line of your text.
- 3 Is the text clear?  
**If yes**, the screen is at the right height.  
**If no**, see step 4.
- 4 Continue reading until the text is perfectly clear by **keeping your head straight and moving your eyes only**.  
This is the reference level to adjust the height of your screen.  
▶ **The level where the text is "perfectly clear" = the height of the top edge of the screen**



Lower the screen until its top edge is at the level where the text is "perfectly clear"

## Move

- ▶ Change your positions, stand up and walk regularly, walk up the stairs, etc.
- ▶ Relax your muscles' eyes (move your eyes and look into the distance).



- ▶ When coming back to your seat, take the correct position. ✓

## Educate yourself

If you want to ensure your well-being at work, get more information by attending the training session  
**“ Say no to work related pain: take action ”**  
tailored to meet the needs of office workers.

Information on this training can be found on  
[www.prevendos.lu](http://www.prevendos.lu)

## NOTES

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### SERVICE DE SANTÉ AU TRAVAIL MULTISECTORIEL

32, rue Glesener  
L-1630 Luxembourg  
Tel.: 40 09 42 - 1000  
Email: [ergonomie@stm.lu](mailto:ergonomie@stm.lu)  
[www.stm.lu](http://www.stm.lu)



Employees working for companies who are not affiliated with STM  
may ask their occupational health service for advice.

# Do you have an administrative job and work with a screen? Take care of your health

It's not natural to sit in front of a screen for a long time :  
this may cause or accentuate pain.

Painful wrist



Neck tension



Discomfort



Backache



Don't wait any longer!

Take action • Move • Educate yourself

# Take action

## CORRECT POSITION

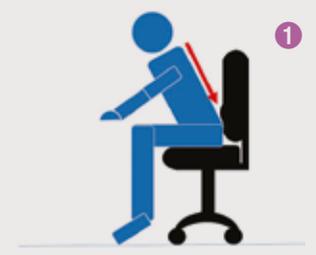
## HOW TO DO THIS?

## PARTICULARITIES



### SEAT

Your back should be supported by the back of the chair.



Sit correctly

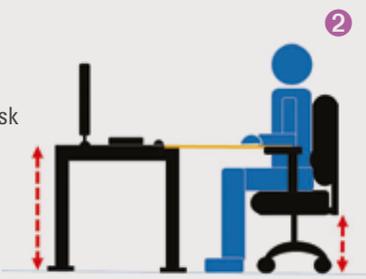
Sit all the way back in your chair and have your back leaning against the back of the chair.

First of all, read the instructions of your desk chair.



### DESK

**Standing UP or sitting DOWN:**  
- the desk should be slightly lower than your elbows,  
- your forearms should rest on the desk or on the armrests.



Adjusted height

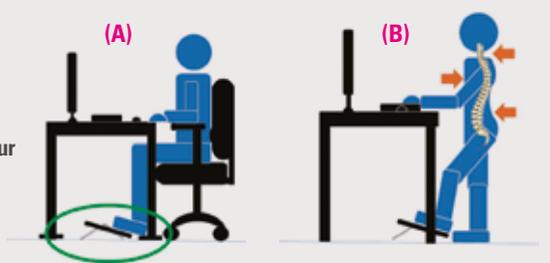
**Adjust the height of your desk (if possible) OR the height of your chair.**

Once this is done, do not change it anymore.

 If you wear high heels, the height of your chair should be adjusted accordingly.

If your feet are not in contact with the ground after you adjusted the height of the chair, **use a footrest. (A)**

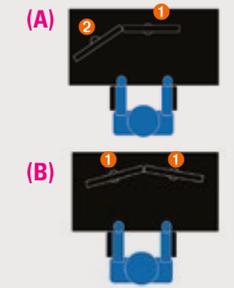
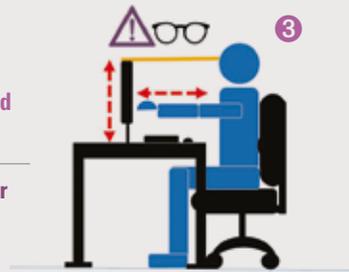
If you work in a standing up position, **use a step, so that you can change your position and relieve your legs. (B)**



### SCREEN

**The screen should be:**  
- in front of you,  
- with the top of the screen at eye level,  
- about 50 to 70 cm: between your eyes and the screen.

If you have to work with two screens, their position depends on the frequency with which you will use them.



**Use the adjustable feet to attain the correct height of your screen. If this is impossible, use an extension or other adjustable feet.**

**Stretch out your arms (about 50-70 cm) in order to position your screen at the right distance.**

If necessary, put the main screen in front of you and the second one either on your left or on your right **(A)**.

If you work with two screens, put the screens in front of you **(B)**.

**Working with a laptop (more than 1 hour a day) :**  
use the laptop as the main unit (with docking station) and add a separate screen, keyboard and mouse so that your position is the same as working on a desktop computer,  
**OR**  
put the laptop on a support so that the screen is at the right height. Add a keyboard and a mouse.



If you are wearing bifocals or multifocal lenses, **specific adjustment should be done.**

See on the other side >>>

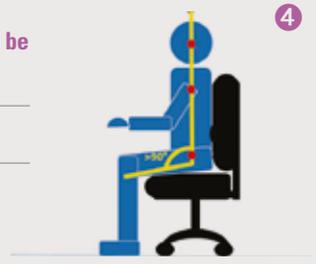


### POSITION

The angle between torso and thigh should be more than 90°.

Keep your back in a natural position.

Try to maximise the contact points of your body with the desk and the chair.



Adjusted position

Your pelvis should be higher than your knees.

Looking from the side: ear, shoulder and pelvis have to be aligned. Keep your head aligned with your body, chin back and shoulders relaxed.

Increase your contact points: on the armrests, the backrest, the desk, etc.