

Chair set-up

good office chair practices

DSE* or VDU** refers to your workstation, whether this is at home or at work.



*Display Screen Equipment **Visual Display Unit

Poor practice



Long periods of typing, improper workstation setup, and incorrect work habits can be linked to injuries.

These injuries are typically categorised as Musculoskeletal Disorders (MSDs). They include Carpal Tunnel Syndrome, Tendonopathy and Tenosynovitis.

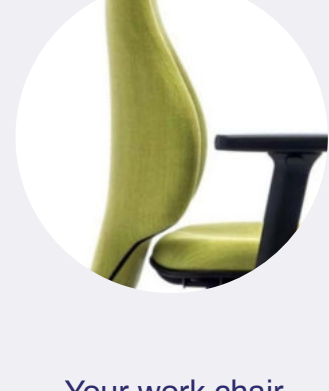
The warning signs of MSD can occur in the hands, wrists, arms, shoulders, neck and back. They can also include numbness, burning, or tingling, soreness, aching, or tenderness, pain, throbbing, or swelling, tightness or stiffness, weakness, or coldness.

If the causes of these conditions are not dealt with, they can become long-term and debilitating.

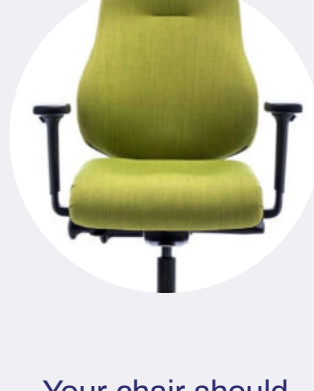
Posture, furniture, lighting, work organisation, and other work conditions and habits can affect your wellbeing.

Adjustments

By adjusting your work environment and personal practices, you may be able to minimise fatigue and discomfort and reduce the risk of resulting injuries.



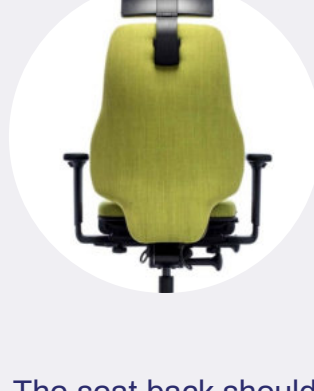
Your work chair should be stable and allow easy freedom of movement, and a comfortable position.



Your chair should swivel freely.

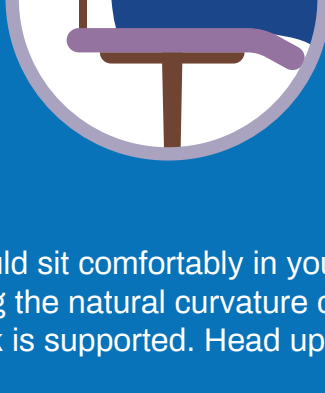


A 5 star base setup is recommended for stability and castors may be considered to allow the maximum freedom of movement.

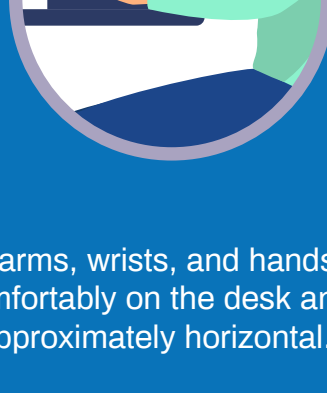


The seat back should be adjustable in both height and tilt.

Good working posture



You should sit comfortably in your chair ensuring the natural curvature of your lower back is supported. Head up straight.



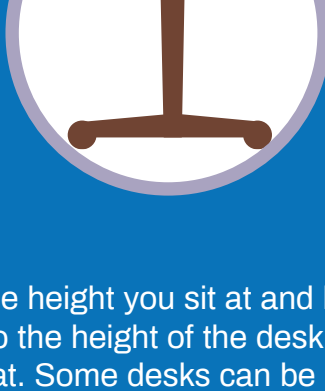
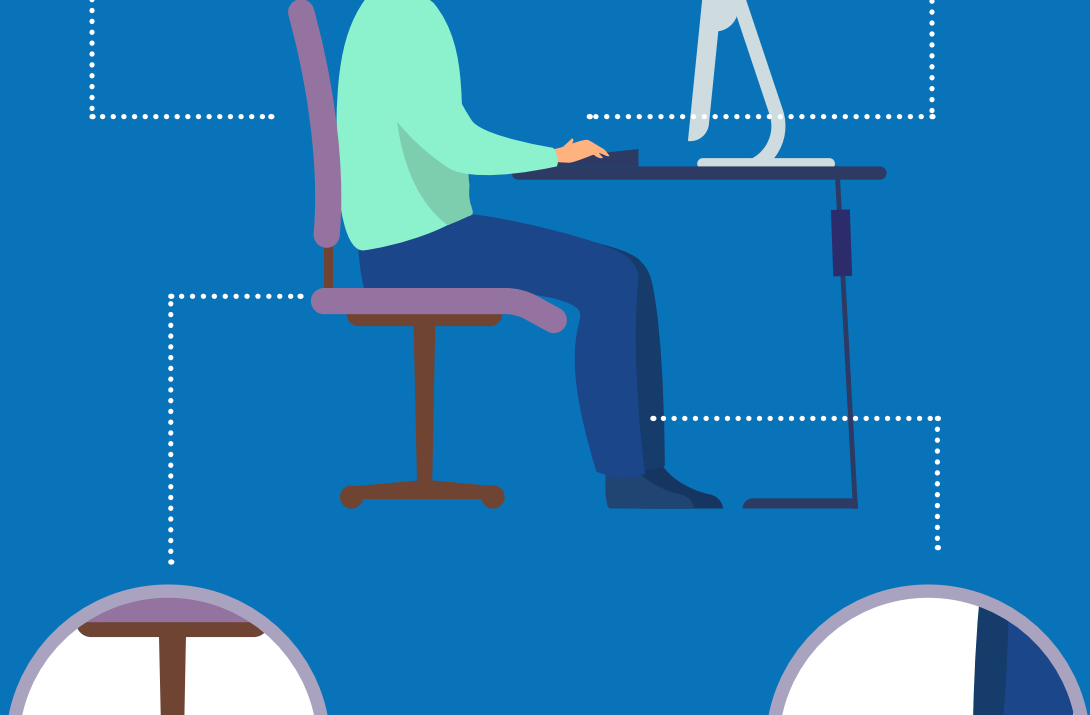
Your forearms, wrists, and hands should sit comfortably on the desk and be approximately horizontal.

The correct management of your posture is important to ensure you are not putting unnecessary pressure on your back, shoulders, or neck.

Your shoulders should be relaxed, and your arms kept close to your side.

Any additional lumbar support should be height adjustable to ensure it is resting in line with the curve of your back.

If your chair has an arm rest, ensure it does not stop you from tucking under the desk comfortably.



Adjust the height you sit at and how this relates to the height of the desk you are working at. Some desks can be adjusted but typically, to get the right set up at your desk you will need to adjust the height of the chair accordingly.



Some DSE users sit with their feet not touching the floor or legs crossed beneath the chair. If your feet do not touch the ground, use a footrest. Adjust the angle of the footrest to whatever position is comfortable.

Most chairs will have a lever locking the height, but others have a swivel control.

Always ensure you have sufficient room under your desk to allow you to find a comfortable position, and which will allow you to change this position as needed, throughout the day.

The correct height of your arm position should be determined by your arm position once at the desk.

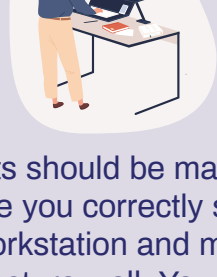
Once you have your seat and posture correctly set up you should then look to set up the desk items correctly. This may include a computer screen, keyboard, mouse, phones, paper to work from or storage draws.

Other things to consider

Even with a perfectly set up workstation, sitting still in the same position or focusing on your monitor screen for long periods of time can have a detrimental effect on your wellbeing.



In addition to your workstation, you should also look at your general working practices and ensure these are suitable for you.

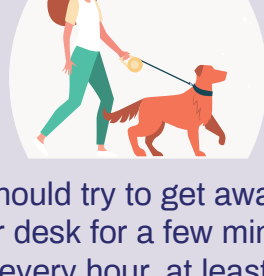


Efforts should be made to ensure you correctly set up your workstation and maintain your posture well. You should try and change your position if you are sitting still at your desk for any length of time.

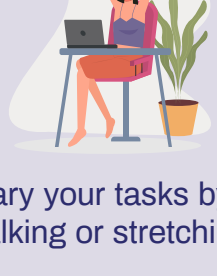


Sitting positions should be changed as much as practicable but you should always consider your posture and avoid having to stretch to reach things.

It is important that you move about and take short breaks away from your desk.



You should try to get away from your desk for a few minutes every hour, at least.

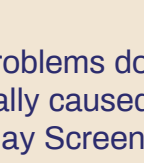


Try to vary your tasks by getting up, walking or stretching out.

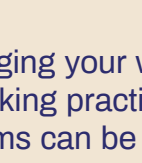


Short but regular breaks are much better than long breaks less frequently.

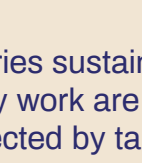
Remember



Where problems do occur, they are typically caused by the way the Display Screen Equipment is being used as opposed to it being caused by the equipment itself.



By managing your workstation and working practices, most problems can be avoided.



Many injuries sustained through sedentary work are short-term and corrected by taking action when you feel discomfort, fatigue, or stress.