



## Computer work

Learn to relax and  
relieve tension



## Avoid reflections and blinding light

Position your screen and table so that light comes from the side. This will prevent reflections and light shining directly onto the screen.

If this is not possible, you should not work with lowered blinds. Instead, use foil roller blinds that can be pulled up from the bottom of the window frame to the top, or vertical blinds. This ensures an unrestricted view without being blinded by light.



## Adjust your chair

- Your thighs should be supported by the seat to within a few centimetres of your knees and your feet should be placed comfortably on the floor.
- The angle between your thigh and lower leg should be at least 90°.
- Your back should press gently against the backrest.

Unlock the backrest to facilitate dynamic sitting!



## Adjust the table height

First make sure that the space under the table is clear and that there is plenty of room to move your legs. Now adjust the table according to the «elbow rule»:  $\text{elbow height} = \text{table} + \text{keyboard height}$ .

If the height of the table cannot be adjusted, adjust the height of your chair so that the «elbow rule» applies. To prevent your legs from dangling above the ground, shorter people may require a foot stool. The surface area of the stool must allow the feet to move in all directions.



## Positioning the screen, keyboard and documents

Place the screen and the keyboard directly in front of you. Place your paperwork between the keyboard and the screen, preferably on a slanted document stand (height at back 7 cm).



## Retain an «overview»

Adjust your screen so that the upper edge is 10 cm (palm's width) below eye level.

Tilt your screen to align it with your view.



## Keep your distance

Position the screen around 70–90 cm away from your eyes. You should still be able to see small font e.g. in menus, without having to strain your eyes.

If necessary, maximize the screen display using the zoom function.



## If necessary, wear special glasses for computer work

Regular varifocals or reading glasses are not suitable for computer work. Straining to read causes you to lean in towards the computer and hunch your shoulders. This causes tension.

Special glasses intended for computer work provide an optimal field of vision at a safe distance from the screen, allowing you to maintain your natural posture.





## Keep moving, take breaks

- Change your position regularly (e.g. unlock backrest).
- Make conscious use of the space available.
- Stretch every now and then.
- Make a conscious effort to plan breaks and short breathers.



## Working on your laptop with ease

If you're working on your laptop for more than an hour, you should use a separate keyboard and mouse. If the screen is too low, the laptop can be raised at the back (e.g. using an slanted document stand).

If you are working on your laptop for longer than two hours, it is worth using an external screen. This should have an anti-reflective coating.

# Want to know more?

More information can be found in the following publications:

## **Bildschirmarbeit (Computer work)**

Important information for your wellbeing  
Brochure, 32 pages, order no. 44034.d, free.

## **Sitzen bei der Arbeit (Sitting at work)**

SECO publication, 14 pages incl. checklist  
Federal Office for Buildings and Logistics,  
order no. 710.068.d

## **[www.ekas-box.ch](http://www.ekas-box.ch)**

Information on the prevention of accidents in the office

## **Checklists**

Checklists on matters relating to computer work can be downloaded directly from the Suva home page: [www.suva.ch/checklisten](http://www.suva.ch/checklisten) > Ergonomie (available in German, French and Italian).

## **Still suffering?**

Our interactive website [www.suva.ch/bildschirmarbeit](http://www.suva.ch/bildschirmarbeit) provides detailed information and helpful tips on trouble-free working.

## **Courses**

Information about one-day courses is also available online ([www.suva.ch/kurse](http://www.suva.ch/kurse)).

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