



Workstation Display Screen Guidance

Date of issue: September 2026

Date for renewal: September 2028

2nd Edition

Author: Philip Parker

1. The Environment:

- Adequate illumination with no reflection or glare on screen.
- No bright distracting lights in the users' field of vision.
- Temperature and humidity to be comfortable.

2. The Screen:

- Should be adjustable in tilt, swivel and preferably height.
- Should have brightness and contrast adjustment.
- Characters should be stable (no flicker) and sharp.

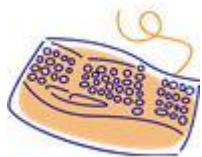
3. Desk:

- Must be adequate in size to accommodate components of the workstation without clutter.
- Should have sufficient height to allow for unhindered knee space.
- Should have matt (non reflective) surface.

4. Copy stand:

- Should be provided and positioned at the same height and distance as screen.

5. Keyboard /Mouse:



- The Keyboard should have a flat profile.
- The keyboard should be adjustable, tilt and should have a non-reflective surface.
- The Mouse – when using the mouse, it should be kept close to the body and within easy reach so that it can be used with the wrist straight.
- Sit upright and close to the desk so that the arm used to operate the mouse is not stretched and kept in a locked position.
- Support the forearm on the desk with the elbow bent and do not grip the mouse too tightly.
- Rest your fingers lightly on the buttons and do not press them hard.
- People who are left-handed should consider using the appropriate software to convert the mouse for left hand use.





6. Feet:

- Should be flat on the ground or on a footrest.

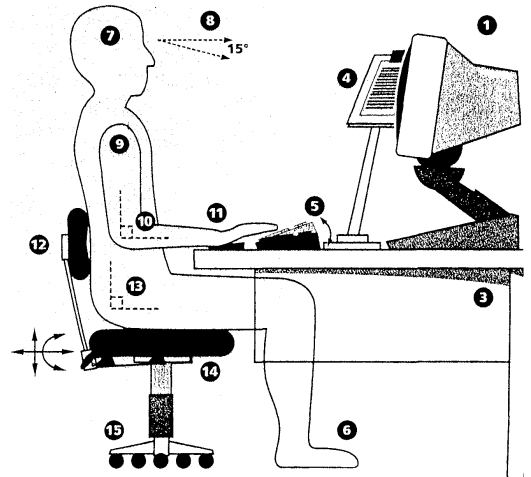
7. Head:

- Should be balanced, with chin up and no strain on the neck muscles.



8. Eyes:

- Should look down at the screen with an angle of about 15 degrees from the horizontal.
- Eyesight should be tested and corrected if necessary for the viewing distance of the screen and copy.



9. Shoulders:

- Should be in a comfortable position – relaxed and not hunched.

10. The Upper Arm:

- Should be positioned vertically with the elbow at right angles.

11. The Wrist:

- Should be straight when typing and supported during breaks.

12. Chair Back:

- Should be adjustable in height and tilt so that the curvature of the lower back is supported.
- Full length back rests can also provide support to the upper back and head.

13. Sitting:

- Sit well back in the chair so that the back rest supports the lower back.
- Pull the chair forward to find the right keyboard position – do not sit on the edge of the chair.
- The hip should be at right angles.





14. The Chair Seat:

- Should be adjustable in height to find the correct position for the forearms.
- If this causes the feet to be off the floor - use a footrest.

15. The Chair Base:

- Should be stable – ideally with castors.