



# Working on a display screen

How to sit correctly and comfortably

# Avoid glare and reflections

**Position your screen and desk so that light enters from the side. This will prevent reflections and light falling directly onto the screen.**

Sunscreen blinds, pleated bottom-up blinds or vertical blinds are also useful; they allow you to look out of the window without being dazzled by the light.



# Adjust your chair

- Your thighs rest on the seat to within a few centimetres of your knees. Your feet are placed flat on the floor.
- Your upper and lower legs form a 90-degree or slightly larger angle.
- Make sure your back presses gently against the backrest.
- Unlock the backrest recline to allow for dynamic sitting.
- Carefully read the instruction manual of your chair.



# Adjust the height of your desk

**Make sure to keep the space under your desk uncluttered so your legs have plenty of room to move around. Use the “elbow rule” to adjust the height of your desk:**

- Sit in an upright posture, keep your shoulders relaxed
- **Elbow height = desk height + keyboard height**

If your desk is not height-adjustable, adjust your chair instead to ensure the “elbow rule” is followed.

To avoid dangling feet, shorter people need a footrest. It must be large enough to comfortably accommodate both feet and be adjustable for height and tilt.



# Positioning screen, keyboard and documents

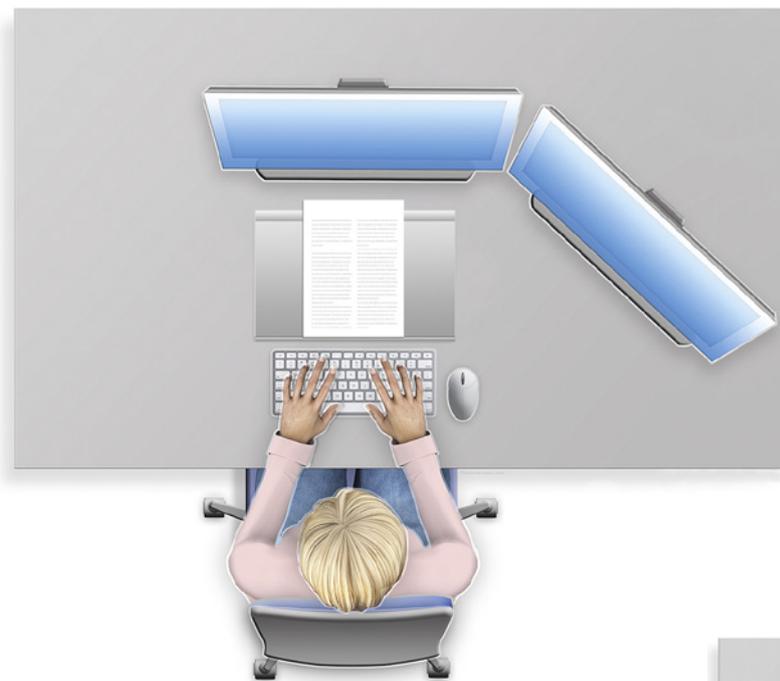
- Position the screen and keyboard straight in front of you.
- Place your paperwork between keyboard and screen, ideally on an angled document holder.



# Working with two screens

**Use one main screen and position it directly in front of you. Place the additional screen next to it at equal distance from your eyes.**

If you use both screens equally, position them in front of you symmetrically and at an angle.



# Screen height and distance

- Lower your screen - ideally, until its lower edge rests on the work surface.
- Tilt the screen until your line of vision meets the screen at a 90-degree angle.
- Position the screen a bit more than an arm's length away from you.

If you struggle to see the display clearly, use the computer's zoom feature to enlarge it.



# Reading glasses and varifocals

Conventional varifocal lenses and reading glasses are unsuitable for working on a screen. To see more clearly, people tend to lean towards the screen, tilting their head back in the process. This can cause neck and shoulder pain.

Consider office glasses instead – they are optimised for the distance between your eyes and the screen, which helps you to maintain a natural posture.



# Keep moving, take breaks

- **Change your position and posture frequently (unlock backrest).**
- **Stand up regularly, walk a few steps or move and stretch your body.**
- **Make a conscious effort to plan regular breaks, including short breaks.**
- **Look into the distance regularly to relieve eye strain.**



# Working on a laptop computer

If you are working on a laptop for longer than one hour, you will need a separate keyboard and mouse. If the screen is too low, raise the laptop at the back, e.g. by placing it on a document holder.

If you are working on a laptop for longer than two hours, you should consider an external screen. Make sure to use a laptop computer with an anti-glare display.



# Further reading and resources

Find extensive information about how to set up your workplace here: [www.suva.ch/bildschirmarbeit](http://www.suva.ch/bildschirmarbeit)

Interactive platform of the Federal Coordination Commission for Occupational Safety (FCOS) devoted to health and safety in the office: [www.ekas-box.ch](http://www.ekas-box.ch)

«[Sitzen bei der Arbeit](#)» (Sitting at work), a brochure by SECO (available in German, French and Italian).  
Catalogue no. BBL: 710.068.d

Check list for the purchase of office furniture and accessories for working on a screen: [www.suva.ch/67050.d](http://www.suva.ch/67050.d)

Check list for lighting in workplaces:  
[www.suva.ch/67051.d](http://www.suva.ch/67051.d)

Find our range of one-day courses on [www.suva.ch.kurse](http://www.suva.ch.kurse), browse for “Bildschirmarbeit” (website available in German, French and Italian).

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Suva supports itself; it does not receive any public funding.

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#### **Title**

Working on a display screen - How to sit correctly and comfortably

Reprint – except for commercial use –  
with reference to the source.

1<sup>st</sup> edition: August 2013

Revised edition: September 2020

#### **Order number**

84021.e (only available in PDF format)