



**Working safely with screens**

**suva**

# Contents

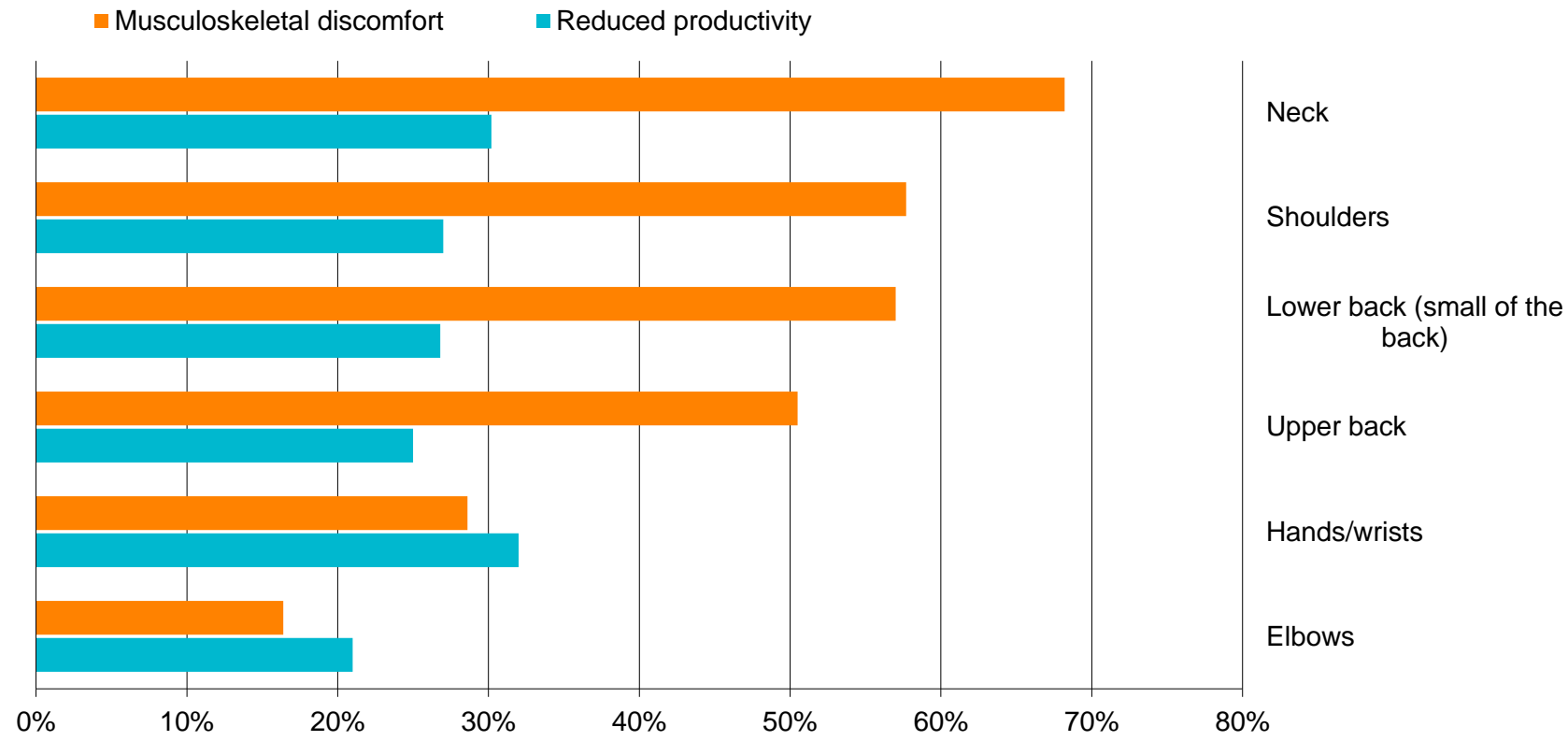
- Potential discomfort and its causes
- Avoiding discomfort and improving well-being:  
tips for sitting comfortably and easing the strain
- Are aids required?
- Working from home

# Objectives

Participants will ...

- learn that ergonomic issues at the workstation can cause physical discomfort
- learn the most important rules for creating an ergonomic computer workstation
- be motivated to put these rules into practice in order to avoid discomfort

# Common complaints



Source: SBiB study, April 2010, Lucerne University of Applied Sciences and Arts

...as well as eye conditions (stinging eyes, dry eyes)

# Discomfort - contributing factors

## Physical

- Strained, static posture
- Repetitive movements
- Work equipment setup
- Noise, light, temperature



## Psychosocial

- Management style
- Undefined work tasks
- Mental strain
- Lack of support from colleagues

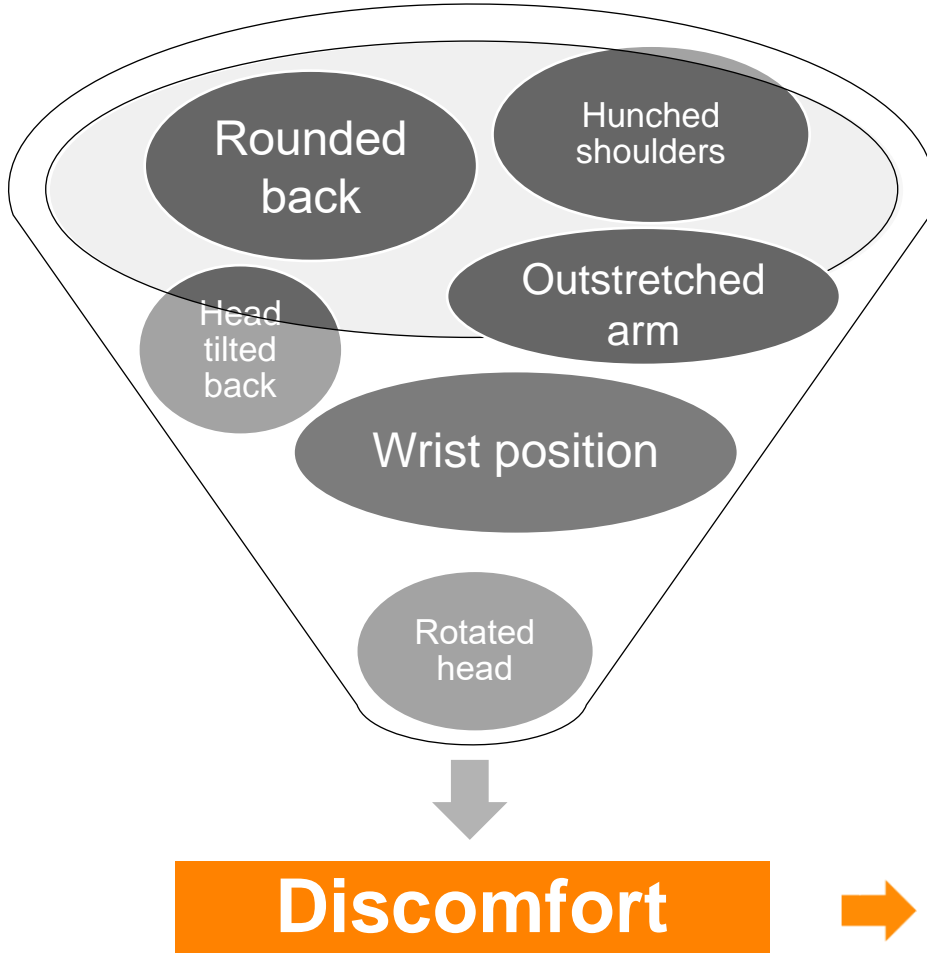
## Organisational

- Breaks
- Working hours
- Change of posture

## Individual

- Age
- Height
- Underlying medical conditions
- Lifestyle

# Possible causes of discomfort



- a) Back
- b) Shoulder
- c) Elbow
- d) Wrist
- e) Eyes



# Setting up a computer workstation

## Important ergonomic factors



## Tips for sitting comfortably and easing the strain

Download the brochure here:  
[www.suva.ch/84021.d](http://www.suva.ch/84021.d) (German version)



## Preventing reflections and glare

- Set up your **screen** so that light shines onto it from the side. This helps to prevent reflections and glare.
- Additional **glare protection**:
  - Use roller or vertical blinds and anti-glare lights.



# Adjustment options for office chairs

## Adjustment options:

- Seat height
- Seat length
- Backrest: height and tilt
- Five-point base with wheels



# Adjusting your chair



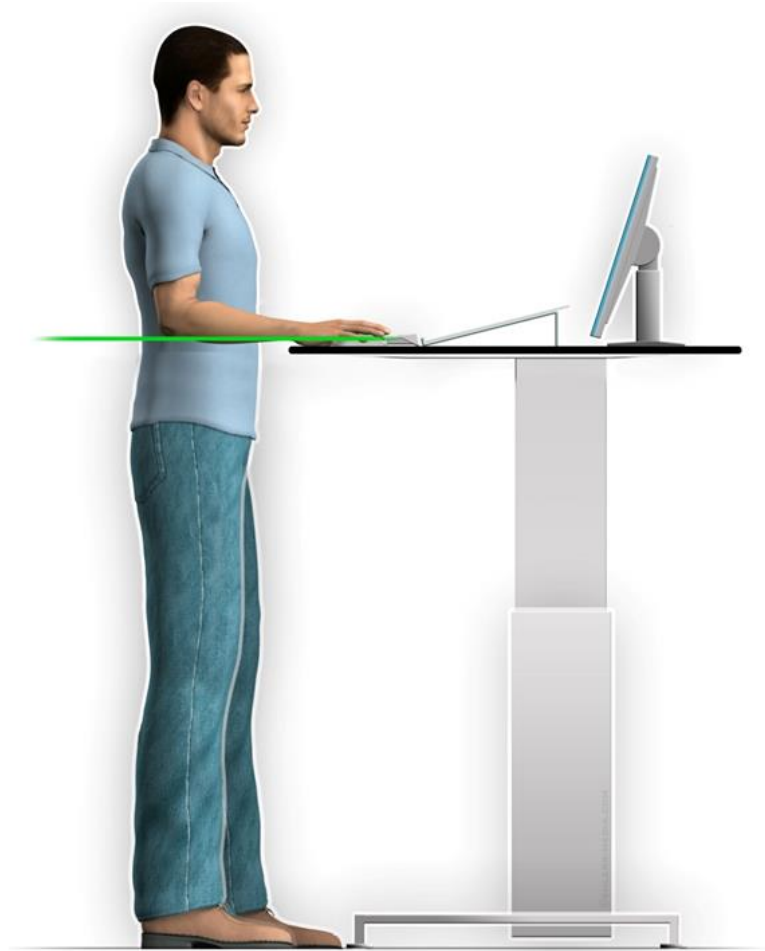
- **Seat height and depth:**  
Knee and torso angle greater than 90°
- **Backrest:**  
Set the lumbar support at waist height (small of the back).
- **We recommend dynamic sitting!**

## Adjusting the height of your desk



- **Give yourself space to move:**  
Make sure you have enough space under your desk.
- **Desk height:**  
elbow height = desk height + keyboard height.
- Shoulders dropped in a relaxed position

## Adjusting the height of your desk

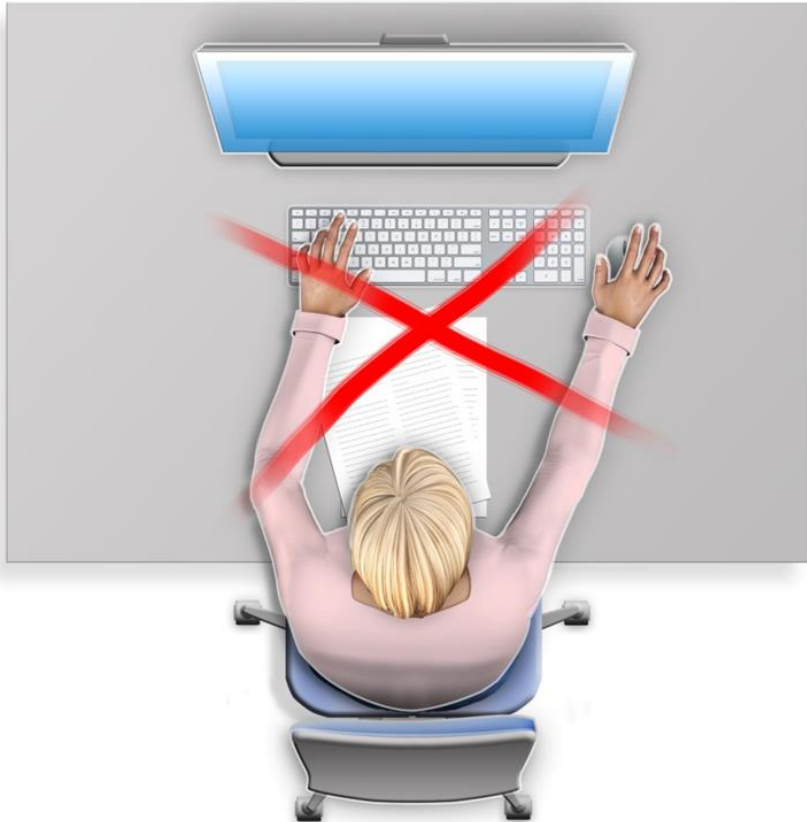


### **Desk height:**

elbow height = desk height + keyboard height.

Keeping your elbows raised slightly is better than having them in line with the desk.

# Arranging your screen, keyboard and documents



## Adjusting your screen



- Set up your screen so that the lower edge of the monitor is resting on the desk (right at the bottom of your eyeline).
- Tilt the screen so that your gaze is perpendicular to it.



## Maintaining distance



Position your monitor so that the screen is a little over an arm's length away from your eyes.

# Dual monitor work stations



If you use both screens equally, set them up side-by-side and angle them inwards.



Position your main screen directly in front of you. Put the secondary screen right next to this, so that both screens are the same distance away from you.

# Progressive lenses – computer glasses or spatial spectacles



Progressive lenses



Workplace glasses

# Sitting for long periods is not healthy



## Movement in the workplace



- Uninterrupted periods of sitting increase your risk of developing cardiovascular, circulatory and metabolic problems, as well as chronic conditions such as type 2 diabetes.
- These risks persist despite the WHO's guidelines on physical activity (150 mins or more of moderate-intensity exercise or 75+ mins of high-intensity exercise per week)

Source: Latza et al. 2020: **Workshop Gesundheitsgefährdung durch langes Sitzen am Arbeitsplatz – Teil I wissenschaftliche Perspektiven**

## Take regular breaks



Movement in  
the  
workplace

- Regularly break up long periods of sitting by standing up, walking or moving (e.g. change posture – 60% sitting, 30% standing and 10% moving)
-  Positive effect on metabolic blood levels which, among other things, decreases the risk of cardiovascular diseases and type 2 diabetes
-  Positive effect on back pain, tension in the shoulder and neck area, headaches, inability to concentrate and digestive problems

Source: Latza et al. 2020: Workshop Gesundheitsgefährdung durch langes Sitzen am Arbeitsplatz – Teil I wissenschaftliche Perspektiven

## Flow for people who spend a lot of time sitting

- <https://www.suva.ch/de-ch/download/videos/flow-vielsitzer/video-vielsitzer>

## Working on a laptop

If working for longer than 1 hour:  
external keyboard, mouse and laptop stand



If working for longer than 2 hours:  
an additional external monitor is required



external monitor with a 19-inch or larger display area (*21-inch is standard but a 19-inch display can fit a DIN-standard sized A4 sheet of paper so is acceptable*)

# Are aids required?

## Headset



## Footrest

Measurements:  
min. 35 cm x 45 cm,  
tiltable, height-  
adjustable



# Active breaks

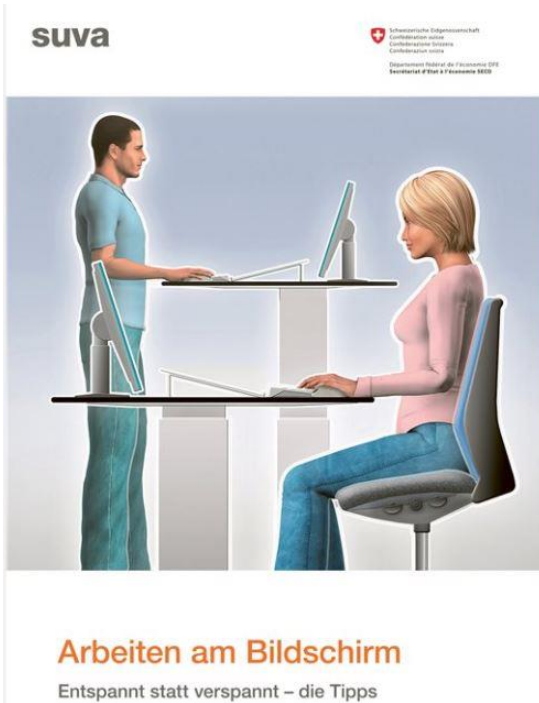


Shoulder rolls



Neck stretches

# Online tools



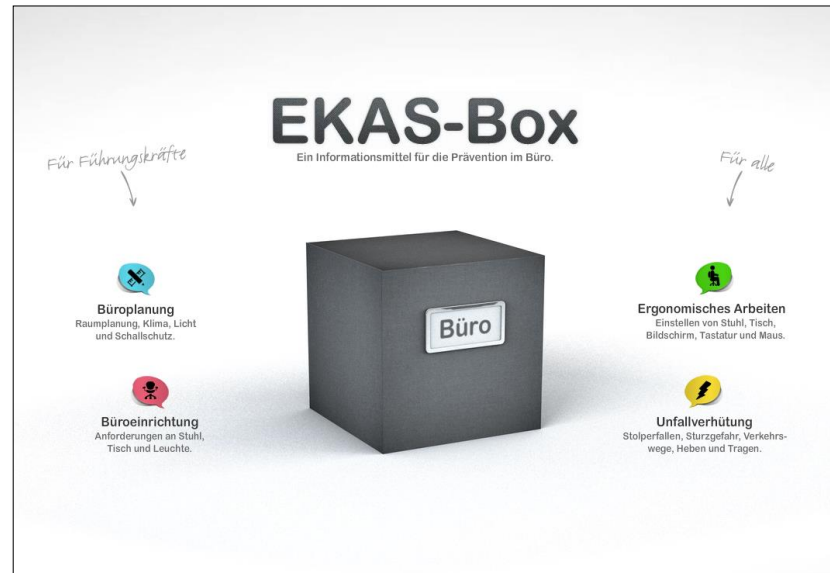
[https://www.suva.ch/download/regeln-und-tipps/arbeiten-am-bildschirm--entspannt-statt-verspannt---die-tipps--84021.d?sc\\_lang=de-CH](https://www.suva.ch/download/regeln-und-tipps/arbeiten-am-bildschirm--entspannt-statt-verspannt---die-tipps--84021.d?sc_lang=de-CH) (German)

<https://www.suva.ch/de-ch/news/tipps/homeoffice-wie-geht-das> (German)

<https://www.suva.ch/de-CH/material/Filme/flow-vielsitzer> (German)

<https://www.suva.ch/de-CH/material/Filme/warm-up-flow> (German)

[https://www.suva.ch/download/bestellbaresmaterial/fit-programm-fuer-vielsitzer--77740.d/fit-programm-fuer-vielsitzer--77740.d?sc\\_lang=de-CH](https://www.suva.ch/download/bestellbaresmaterial/fit-programm-fuer-vielsitzer--77740.d/fit-programm-fuer-vielsitzer--77740.d?sc_lang=de-CH) (German)



<https://www.ekas-box.ch/en>



<https://www.seco.admin.ch/seco/de/home/Publikationen/Dienstleistungen/Publikationen/Formulare/Arbeit/Arbeitsbedingungen/Broschuren/homeoffice.html> (German)

## More information (German)

[www.suva.ch/ergonomie](http://www.suva.ch/ergonomie)

### Courses:

[Course catalogue \(SAE\)](#)

### Modules:

[Working from home – easing the strain](#)

[Working safely with screens \(delivered by a specialist\)](#)

[move@work: balance and strength-building exercises for the workplace \(delivered by a specialist\)](#)