<u>Tips for Healthy Computer Use</u>

Computers can be a major cause of back, neck and shoulder pain.

Poor posture and lack of regular breaks can contribute to these problems.

Here are a few useful tips.

1. **Set up your workstation**
   Always sit in a good quality adjustable comfortable office chair. Pull the chair close to the desk. Adjust the seat height so that the elbows, hips and knees are bent at 90°. Your forearm should be parallel to or sloping down toward the desktop. Your feet should rest flat on the floor – use a foot rest if necessary. Adjust the backrest of the chair to support the curve in your lower back and relax your shoulders.

2. **Change your desk**
   Position your computer at a comfortable viewing distance. Keep the top of the screen below eye level and directly in front of you. Use a document holder set close to the screen at the same distance from your eyes. Eliminate reflections by adjusting and tilting the screen. Ensure there is no light directly behind the screen.

3. Do not use a notebook computer for extended periods. If this is unavoidable, plug in a mouse and a normal sized keyboard.

4. Take a break every 30 minutes. Do some neck, wrist and shoulder movements. Get up, change you position or walk around every hour.

5. Vary your input tasks

6. Maintain your general fitness. Keep yourself strong, active and flexible. You can use a variety of methods to balance exercise, relaxation and other stress management processes.

7. Take notice of early warnings. If you develop an ache or discomfort, check your posture or take a break.

8. Use equipment such as headsets if you typically use the phone for long periods.