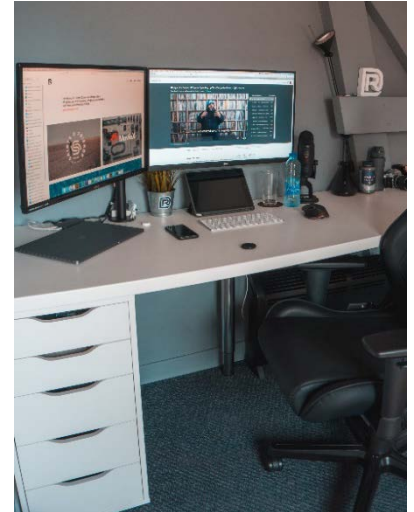


Osteopathic Guidelines to Display Screen Equipment (DSE) & Training Checklist

Please Tick each box below to ensure you understand what is required and are compliant with the Health and Safety (Display Screen Equipment) Regulations 1992.

Understand About Creating Your Environment

- Create a dedicated workspace environment which is clutter free, have a 5-castor supportive chair.
- Keep your feet flat on the floor or on a foot rest, with your knees bent at a 90-100 degree angle.
- Keep your knees hips and ankles slightly open to reduce stress.
- Ensure that your thighs and forearms are parallel with the ground. If you prefer it, your wrists can be slightly below your elbows.
- Support your forearms if necessary, keeping your elbows tucked in.
- Make sure you are in a well lite, warm environment with no glare on your screen.
- With 2 screens swivel your chair rather than twist your body.



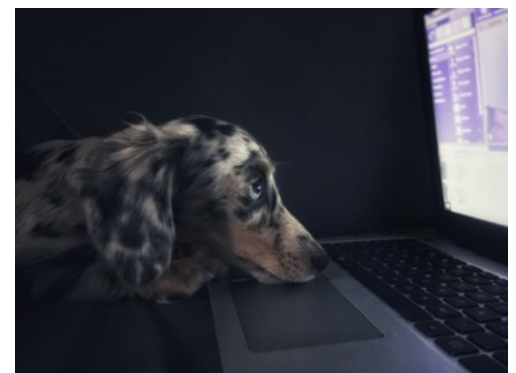
Understand about Posture and Supporting the Spine

- Use the back of your chair to support your spine. If you wish, place a cushion or even a rolled up towel or sweatshirt if necessary, in the small of your back.
- Another position that works for some people, is one where one knee is placed slightly below hip level, creating a curve in the back and minimising strain.
- Your shoulders should be low and relaxed, avoid slouching, bending forward or bending to the side.
- If you cannot adjust your seat height to achieve the correct posture with your feet on the floor use a footrest to ease pressure.
- Ensure you are not overreaching or stretching and place equipment, papers etc. being frequently used within easy reach
- Ensure weight is equally displaced by pushing down through BOTH feet equally.



Understand about Head Alignment

- Unlike the dog **DO NOT** hunch or sit too close. Keep your head aligned with the spine and your eyes level with the top of your computer screen.
- Adjust your screen, chair, or seat height to ensure the screen is correctly aligned.
- Do not lean over, slouch or hunch when performing work on your computer.
- A document holder may be needed and positioned so it minimises uncomfortable head and eye movement.



Osteopathic Guidelines to Display Screen Equipment (DSE) & Training Checklist

Understand About the Keyboard and Support

- Ideally the keyboard is separate from the screen however this may be impractical with laptops.
- Create as much room as possible between the keyboard and the screen.
- Where the keyboard is thick provide wrist support or a rest to support your forearms if necessary, keeping your elbows tucked in.
- Tilt the angle of the keyboard to prevent hands bending at the wrists or over stretching of fingers.



Health & Wellbeing - Dedicated Work Time

When working from home you should aim to achieve the following: -

- A structured day - ensuring you start on time and have suitable rest breaks
- Set goals for each day for what you want to achieve. This will help maintain your motivation.
- When you've finished for the day – finish
- It is recommended to take a 10 minute break every hour
- During your break try to get up and walk around/stretch
- Breaks allow your brain to refocus and helps fight off fatigue.



Mental & Physical Wellbeing

- In order to maintain your mental and physical health you should aim to exercise
- regularly, drink water daily and eat healthy, regular meals.
- When working at home there is increased risk of becoming isolated. Talking, communication can be the best therapy.
- You are Not alone seek help from your Family, Friends, Work Colleagues or Healthcare professional to get the best support for you.



Useful Websites for more Support;

<https://www.nhs.uk/oneyou#izEGKP1YX5IOPwfE.97>
<http://www.hse.gov.uk/toolbox/workplace/index.htm>
<http://wellbeing.bitc.org.uk/all-resources/toolkits/mental-health-employers>
<http://www.nhs.uk/Livewell/workplacehealth/Pages/workplacehome.aspx>
<http://www.hse.gov.uk/stress/>