

Tips for Office Workers

The importance of changing posture:

What are the risks of being sedentary?	<ul style="list-style-type: none"> • Increased risk of chronic diseases • Increased risk of musculoskeletal disorders • Poor weight management • Increased risk of eye strain or fatigue
What can I do?	<ul style="list-style-type: none"> • Get up more frequently • Have short standing meetings • Take a phone call standing • Move rubbish bin away from your desk to encourage you to stand and walk • Design your work day to change activities and move • Have your lunch break away from your desk • Take a walk at lunch time

Vision and Monitors:

What height should my screen be?	The top tool bar on the screen should be approximately in line with your eyes when you are sitting correctly at your workstation.
Should I angle my screen?	A slight angle usually works best for most people. Pull the bottom of the monitor towards you a little to angle the screen.
How do I use dual monitors?	Preferably, both monitors should be the same size, in portrait, and settings should be the same on each.
What are some risk factors that affect my ability to see clearly when using a computer?	<ol style="list-style-type: none"> 1. Glare and the amount of light at the workstation 2. The distance between your eyes and screen 3. The settings on the screen 4. Your vision / glasses / contact lenses
How do I address these risk factors?	<ul style="list-style-type: none"> • Assess each of these elements and make changes accordingly. • See your optometrist for an eye test if you have noticed changes in your vision. • Look away into the distance from the computer screen regularly (approximately every 10 to 20mins)

References:

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