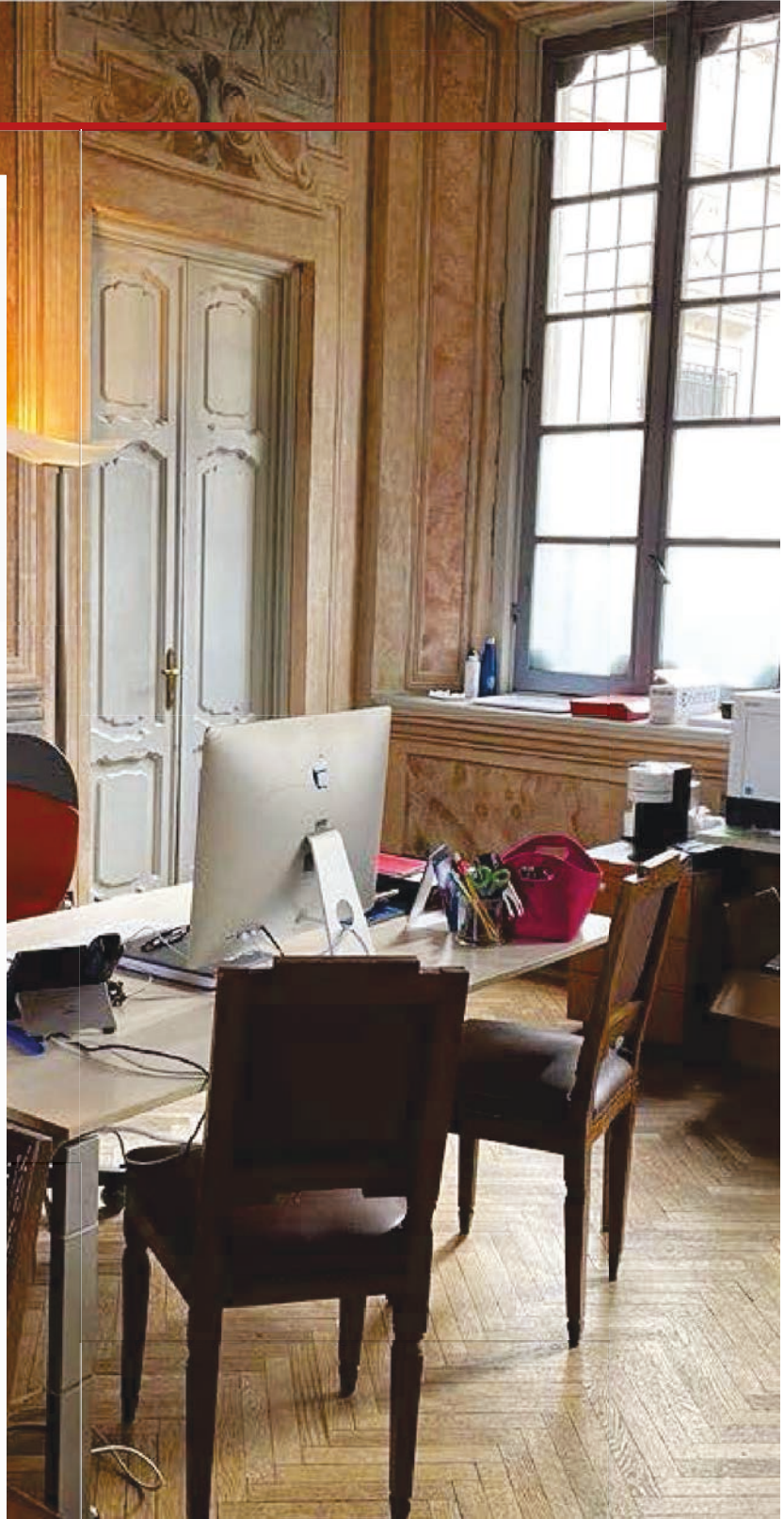


The DSE at work or in remote work: tips for an ergonomic workstation



Developed by Servizio di
Prevenzione e Protezione

April 2023



UNIVERSITÀ
DI PAVIA

Do you work with display screen equipment (DSE), such as PCs, laptops, tablets and smartphones?

Do you know ergonomics?

Remote working has become a part of everyday life and, while the organization of work in the office makes it easier to maintain workstations according to ergonomic criteria, this becomes difficult outside the working environment, where simple rules to allow the reduction of the risk of musculoskeletal disturbances become difficult to respect. Ergonomics allows the creation of the workstation in respect of the protection of the well-being, safety and health of the worker.

Furthermore, remote employees more frequently use laptops, tablets, smartphones and similar in addition to desktop computers.



The workstation includes:

- working environment
- working surface
- screen
- mouse
- ergonomic seat
- keyboard
- electronic instrument
- aids

WORKING ENVIRONMENT

The room in which one works should be comfortable, neither too hot nor too cold, allow the exchange of natural air, in order to avoid exposure to annoying and localized currents and sudden changes in temperature with the outside environment.



WORKING SURFACE

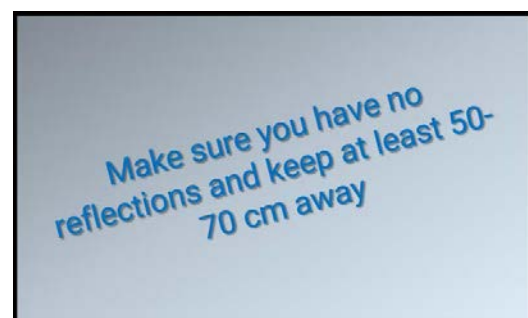
The work surface should allow forearm support and the placement of objects necessary for the activity, to avoid stretching or straining to reach them. The unnecessary or less necessary objects should be kept away to induce the worker to move to reach them, allowing/helping blood circulation reactivation.

It is recommended to keep the workstation tidy and to place the cables/wiring so to avoid the risk of stumbling.

The work surface should be low-reflective and high enough to allow lower limbs movement. The working station should also be stable and allow a comfortable position for the worker.

SCREEN

The monitor, positioned parallel to the window, should be placed at about 50-70cm, centred with respect to the worker and inclined by about 10-15° with respect to the line of sight.



It is advisable to adjust brightness and font size of the screen to make easier to view and not to strain the eyes.

It is recommended to move your gaze away from the screen periodically and to move away from the working activity for at least 15 minutes every 2 hours.

If corrective lenses are worn, it is recommended to moisten your eyes with tear drops (artificial tears); if you wear progressive

glasses, it may be necessary to lower your screen for proper focusing.

Optimal light levels are between 75 and 300 lux, thus avoiding the phenomenon of glare. It is recommended to prefer natural light to artificial light and shielding external radiation to avoid annoying reflections on the screen.

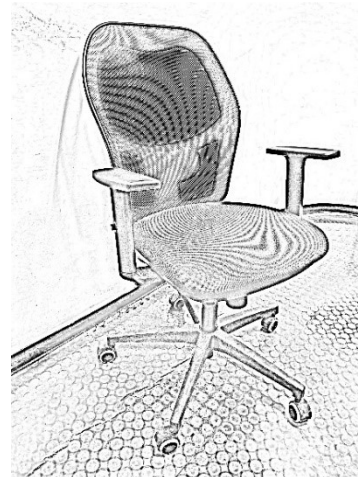
When reading paper documents, the use of a table lamp can avoid excessive light near the screen/s in use. If using two screens, the worker should position himself at the centre of the angle created between them.

MOUSE

It is advisable to place the mouse near the keyboard. When using a laptop, it is always preferable to use an external keyboard and mouse to avoid the risk of muscle injuries to wrist and hand, even via direct commands (e.g. CMD + C for copy, etc...).

ERGONOMIC SEAT

The seat should be as comfortable as possible. It must support the lumbar region, must have 5 spokes to allow best stability, must allow the feet to rest on the ground (if possible, use a footrest) and should have an adjustable backrest and seat.



KEYBOARD

The keyboard must be placed in front of the worker, the forearms and the wrists should not "rest" on it, do not bend or angle too much on it and do not hang on it. Avoid repetitive movements and take appropriate breaks and rest

ELECTRONIC INSTRUMENT/DEVICES:

LAPTOP COMPUTERS, TABLETS AND MOBILE PHONES

It is not advisable the use of Mobile phones and tablets except for short communications as e-mail and/or short documents, while the portable PC should be equipped with a docking station to avoid incorrect postures.

Furthermore, it is advisable to alternate the use of the hands, hold the instruments in a "gentle" way, to use a pad pen and to alternate the use of fingers while typing.



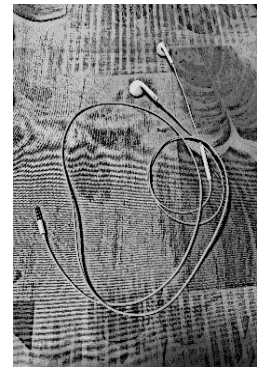
AIDS:

WRIST REST, DOCUMENT HOLDER, HEADPHONES AND EARPHONES

Wrist rest: allows you to maintain straight wrists but it do not have to compress the blood circulation related to the wrong posture of the limbs. Similar situation for the forearm rest.

Document holder: it is recommended the use when you frequently consult paper documents.

Headphones and Earphones: these tools allowed ergonomic position by avoiding positioning the phone between the head and the shoulder.



PHYSICAL EXERCISE AND ERGONOMICS

Often, when involved in work, one does not dwell on the incorrect posture assumed, with the risk of repercussions on the musculoskeletal and ocular-visual system.

Simple and easy to implement movements are therefore suggested to remedy this problem, including:

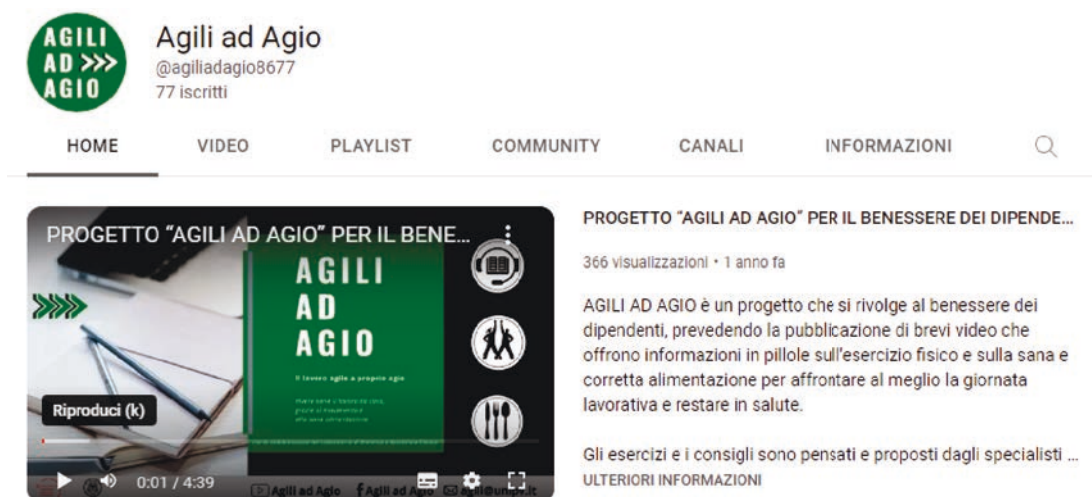
- Following the rule 20/20/20: every 20 minutes, observe an object at 20 feet distance (around 6 m), or more, for at least 20 seconds

- Take breaks and if possible breathe some fresh air.
- Perform some "stretching", before and during the working activities (e.g.: diagonally stretch neck, scroll and roll the shoulders, while seated, join your hands behind your head and bring your elbows as further as possible than inhale deeply, rotate feet and ankles).

During remote work it is important to maintain a working routine:

- x Wake up at same time as you do when you travel to go to work
- x Create a clear distinction between home and work
- x Avoid doing housework during working time
- x At the end of each working day, go back to your home routine

The CUG of the University, in collaboration with the CdL in Motor Sciences and the Laboratory of Dietetics and Clinical Nutrition, has created the «AGILI AD AGIO» project which is aimed at the well-being of employees, with short videos that offer informative pills on physical exercise and on healthy and correct nutrition to better face the working day and stay healthy. LINK: [Progetto Agili ad Agio](#).



The screenshot shows the YouTube channel page for 'Agili ad Agio'. The channel name is 'Agili ad Agio' with the handle '@agiliadagio8677' and 77 subscribers. The video player shows a video titled 'PROGETTO "AGILI AD AGIO" PER IL BENE...' with a thumbnail featuring a green book titled 'AGILI AD AGIO' and a desk with a pen and paper. The video description reads: 'PROGETTO "AGILI AD AGIO" PER IL BENESSERE DEI DIPENDE... 366 visualizzazioni • 1 anno fa. AGILI AD AGIO è un progetto che si rivolge al benessere dei dipendenti, prevedendo la pubblicazione di brevi video che offrono informazioni in pillole sull'esercizio fisico e sulla sana e corretta alimentazione per affrontare al meglio la giornata lavorativa e restare in salute. Gli esercizi e i consigli sono pensati e proposti dagli specialisti ... ULTERIORI INFORMAZIONI'.

CONTATTI E INFORMAZIONI

Developed by Servizio Prevenzione e Protezione, Università di Pavia, via Luino, Pavia (27100).

☎ +39 0382 98 7260

✉ rspp@unipv.it

🌐 Sito RSPP Univ. Pavia



Servizio Prevenzione
e Protezione