

10 tips TO BE COMFORTABLE AT YOUR DESK

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1 Adjust your seat height so your elbows are at a 90 degree angle when you are typing.

2 Use a footrest if your feet are not comfortably on the floor.

3 Sit close to your desk, and keep your lower back in contact with the backrest of your chair.

4 Place the main monitor directly in front of you about fingertip distance away. Ensure that you can comfortably read the information on your screen.

5 Adjust the monitor height until your eyes are level with the top section of the screen. Tilt the monitor up slightly.

6 Have your keyboard and mouse directly in front of your monitor, and hold your mouse with a relaxed hand.

7 Keep your wrists in line with your forearms when you are typing and using the mouse.

8 Keep the area under your desk clear so you can comfortably stretch your legs.

9 Take frequent stretch breaks and get up and move regularly.

10 Look away from the screen every 10 to 15 minutes, focus on distant objects and blink regularly.

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www.oops.ie



info@oops.ie



TIPS FOR LAPTOP USE

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- 1 Minimise the time you spend working on your laptop.
- 2 Connect to a regular monitor, keyboard and mouse while you are in the office.
- 3 When working outside the office, use a portable laptop stand, external keyboard and mouse.
- 4 When travelling with your laptop use a backpack or wheelee case.



OFFICE EXERCISES



Low back stretch: Stand and place the palms of your hands on your lower back. Slowly arch your back and look towards the ceiling. Hold for 5 seconds.



Arm stretch: Face forwards, interlock your fingers and gently press your palms away from your body while stretching your arms. Hold for 5 seconds.



Elbow stretch: Place your hands loosely behind your neck. Keeping your head steady, draw your shoulder blades down and your elbows back. Don't push on your neck. Hold for 5 seconds.

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CHARTERED PHYSIOTHERAPISTS IN HEALTH AND SAFETY AND ERGONOMICS

*Occupational
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Office Ergonomics

Manual Handling

People Handling

Occupational Physiotherapy Solutions (OPS) is a QQI (FETAC) quality assured company providing consultancy and training services in the areas of people handling, manual handling and office ergonomics. The two directors Muriel Johnson and Lelia Jennings are chartered physiotherapists who have specialised in the areas of ergonomics and health and safety.

OPS provide a range of integrated advisory, training and support services to assist employers meet the requirements of workplace health and safety legislation.

These services include:

- Manual and people handling policy development and training
- Manual and people handling risk assessments and handling plans
- DSE/VDU workstation assessments for office staff
- Advice on office equipment and furniture
- Specialised ergonomic workplace assessments
- Assistance with return to work strategies and workplace accommodations

If you are interested in enquiring about any of our consultancy services or booking a place on one of our training courses please email us at info@oops.ie

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