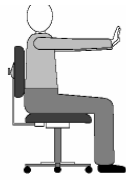


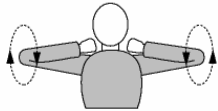
SOME SIMPLE EXERCISES



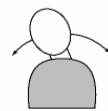
STRETCHING BACK



PUSHING FORWARD



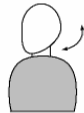
CIRCLING ELBOWS



SLOWLY TURN HEAD



RAISING THE BODY



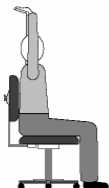
BENDING NECK



JOGGING ON THE SPOT



SIDE STRETCHES



UPWARDS STRETCH



RELAXING

**TAKE REGULAR BREAKS
FROM DSE WORK &
S-T-R-E-T-C-H**

If you develop discomfort or pain in your hands, arms or neck or if you have other symptoms you think may be caused by your work, report them to a supervisor, the IT Manger or our Health and Safety Team.



The Company has a duty under the DSE Regulations 1992 to minimise the risks to the health and safety of our employees who use Display Screen Equipment.

We will carry out regular Risk Assessments of your DSE. If your workstation is changed in any way e.g., a new PC, desk or chair, make sure your request a new Assessment by calling Chris Maguire on 020 8302 1213

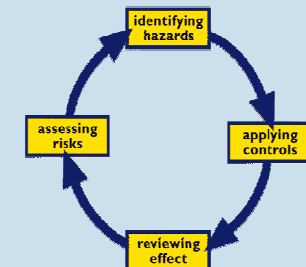
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INTEGRA



WORKING WITH DISPLAY SCREEN EQUIPMENT



A SAFE SYSTEM APPROACH



WHAT'S THE PROBLEM?

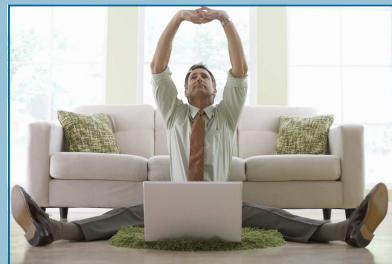
Although it is a relatively safe activity, work with display screen equipment i.e. computers can cause health problems on occasion.



- ⇒ Users may experience aches and pains in their hands, wrists, arms, neck shoulders or back.
- ⇒ Headaches can also occur.
- ⇒ Poor workstation design and prolonged or very intensive use, increases the risk of such problems occurring.
- ⇒ Increased pace of work, pressure to meet deadlines, insufficient training, or even equipment faults can cause stress which adds to the risk of health effects.
- ⇒ Learning how to set up your workstation correctly and how to use it sensibly can help you to avoid these problems.

ARE YOU SITTING CORRECTLY?

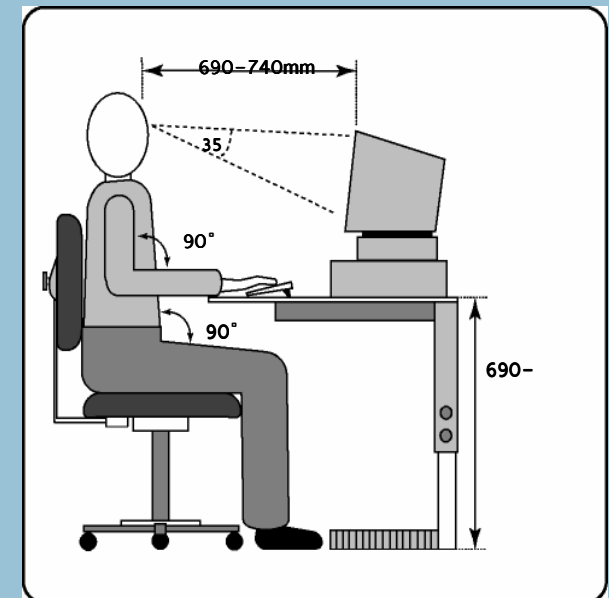
- ⇒ Is the Display Screen Equipment (DSE) positioned directly in front of you?
- ⇒ Are your hands and wrists in a straight line with your forearms and at the correct height for the keyboard?
- ⇒ Is your mouse within easy reach?
- ⇒ Is your chair at the correct height for you?
- ⇒ Do you need a footrest?
- ⇒ Is the backrest on your chair properly adjusted?
- ⇒ Is there enough space under the desk to let you stretch your legs?
- ⇒ Is the top of your screen at eye level, or slightly below?
- ⇒ Is your work area adequately lit and your screen free from reflections?



There is still a right way and a wrong way to get comfortable!

HOW TO HELP YOURSELF

- ⇒ Ask the IT Department for training.
- ⇒ Get your eyesight checked regularly. eyesight test may be available free of charge, check with IT.
- ⇒ Take regular breaks from DSE work and remember to S-T-R-E-T-C-H every 20 minutes or so.
- ⇒ Adopt good posture.
- ⇒ Exercise at least every hour using the techniques overleaf.



Check your position against this diagram