

CENTURY OFFICE EQUIPMENT (ESSEX) LTD

GUIDELINES FOR VDU OPERATORS

Full use should be made of the adjustment facilities for your VDU and work environment to get the best from them and avoid potential health problems. The following guidelines are to help you make your working environment as comfortable as possible.

- Adjust your chair and VDU to find the most comfortable position for your work. As a rough guide, your arms should be approximately horizontal to the keyboard and your eyes at the same height as the top of the VDU casing.
- Make sure there is enough space underneath your desk to move your legs freely. Move any obstacles such as boxes or equipment.
- Avoid excess pressure on the backs of your legs and knees. A footrest, particularly for smaller users, may be helpful.
- Don't sit in the same position for long periods. Make sure you change your posture as often as possible. Some movement is necessary, but avoid repeat stretching movements.
- Adjust your keyboard and screen to get a comfortable viewing position. A space in front of the keyboard is sometimes helpful for resting the hands and wrists when not typing.
- Don't bend your hands up at the wrist when typing. Try to keep a soft touch on the keys and don't overstretch your fingers. Good keyboard technique is important.
- Try different layouts of keyboard, screen and document holder to find the best arrangement for you.
- Make sure you have enough work space to take whatever documents you need. A document holder may help you to avoid awkward neck movements.

- Arrange your desk and screen so that bright lights are not reflected in the screen. You shouldn't be directly facing windows or bright lights. Adjust curtains or blinds to prevent unwanted light.
- Make sure the characters on your screen are sharply focused and can be read easily. They shouldn't flicker or move.
- Make sure there are no layers of dirt, grime or finger marks on the screen.
- Use the brightness control on the screen to suit the lighting conditions in the room.
- If your job involves constant VDU use you should take short frequent breaks, time recommendation for this as a rough guide is 5 minutes per hour.
- If you find you have visual problems which may be related to work with VDUs, please let your management or safety representative know so that an appropriate eye test can be arranged.

If you have any problems you think might be caused by your VDU work or any questions you wish to ask please do not hesitate to talk to your management or safety representative.