

close to the screen, next to the display and at the same height

5. Place your copystand

your copy text without having to lean
angle to suit your sitting posture.

6. Make sure that you can turn the pages on your
forward. Now adjust the screen and copystand

display screen so that you do not have

7. If you are not using a copystand, offset your d

8. Rest your arms and shoulders when your working routine allows you to.

(ii) Screen Breaks

1. Short frequent breaks are better than the odd long break. A 5-10 minute break after

should try to

2. If possible, your break should be taken away from the screen and you

or eyes during breaks. Avoid reading, email, internet

4. Rest your

The Working Day

(iii) Working

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2. If room light levels have altered during the day, re-adjust the brightness control.
Check for sources of glare and take steps to reduce it (e.g. lower blinds if sunlight is falling on the screen and affecting ease of vision).

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3. Push your screen and copyholder back a little and adjust the angle to suit the r