



# Are you keying comfortably?

## Advice and exercises for VDU users

Try to do 3-4 exercises at least once in every hour of continuous VDU work, breaking for 5-10 minutes. Try to do exercise number 1 more frequently. Adopt a good posture with shoulders and arms relaxed. Perform each stretch smoothly and SLOWLY, avoid jerky and bouncy movements. Hold each stretch for a count of 6. Repeat each stretch 6 times.

### 1. NECK STRETCH

Sit tall. Keeping face forward, try to touch your left shoulder with your left ear. Hold. Return head upright. Repeat on the right. Do not tense or hunch shoulders.



### 2. SHOULDER ROLL

Sit (or stand) with good posture. Raise your shoulders and rotate 2 or 3 times in a forward direction. Do the same in a backward direction.



### 3. ARM STRETCH 1

Grasp your left elbow with your other hand as shown. Pull the elbow behind and towards your head. Feel a stretch. Relax. Repeat on the right.



### 4. ARM STRETCH 2

Straighten your arms out. Stretch your wrists back. Touch your shoulders and repeat.



### 5. WAITER'S TIP

Put shoulders back and down. Flex your wrist. Make a fist.

Rotate your wrist outwards. Keep your arm close to your body.



### 6. FINGERS

With palms face down, spread your fingers as wide as possible. Hold for a few seconds then relax your fingers.

### 7. SIDE TWIST

Stand up, feet hip width apart, hands on hips. Gently twist around as far as comfortable to the right. Relax. Repeat on the left.



### 8. EXECUTIVE STRETCH

Stand (or sit) with good posture. Place your hands in your lower back. Push your hips forward and your shoulders back to arch your spine. Relax.



### 9. GET UP AND WALK ABOUT



## Correct Sitting Position

- Good lower back support
- Sit with back supported at all times
- Feet flat on the ground or on footrest
- Knees levelled with hips
- Adjust your chair correctly by adjusting:
  - The height of the backrest
  - The angle of the backrest
  - The height of the chair
- Sit almost straight, shoulders relaxed
- Pull shoulder blades together and down
- Sit in front of your monitor, avoid twisting



INCORRECT



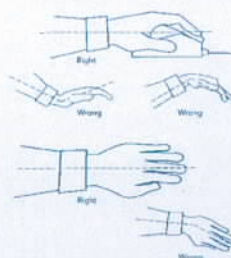
CORRECT



KEEP SHOULDERS RELAXED

## Do's and Don'ts

- Do ensure a risk assessment of your VDU workstation has been carried out
- Do read the HSE "Working with VDU" leaflet
- Do take breaks regularly and stretch
- Do adjust the contrast and brightness of your monitor
- Do learn some shortcut keys instead of using your mouse
- Do use your mouse correctly as shown below



- Don't extend your arms - keep your elbows close to your body at all times when keying or using the mouse
- Don't hammer your keyboard
- Don't overstretch your fingers, move the whole hand
- Do look in the distance regularly - at least every hour
- Do learn how to touch type
- Do change position regularly
- Do use a wristrest if you flex your wrists when keying

## Remember the ABC for VDU users

- A** Adjust the chair
- B** Break up your tasks
- C** Change your position and stretch