



## 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



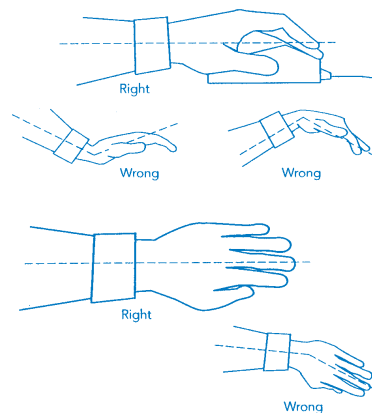
CORRECT



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 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
- 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

## Are you keying comfortably?



## Advice and exercises for VDU users

### Remember the ABC for VDU users

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

Occupational Health Unit  
Drummond Street Annexe

<http://www.safety.ed.ac.uk/health/index.shtm>

# EXERCISES

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.



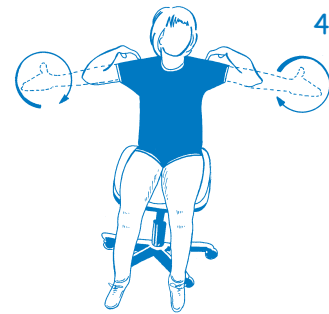
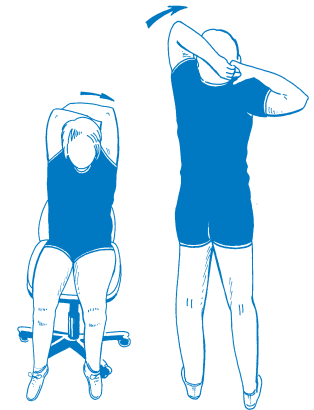
**2. SHOULDER ROLL**

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.



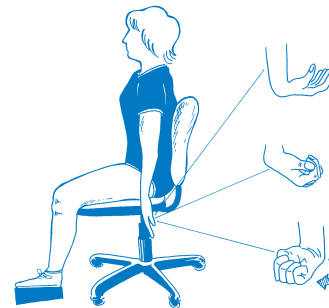
**3. ARM STRETCH 1**

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**

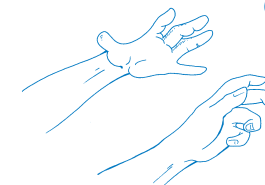
Straighten your arms out. Stretch your wrists back. Touch your shoulders and repeat.



**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.

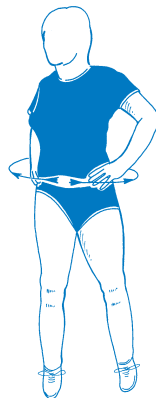


**6. FINGERS**

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

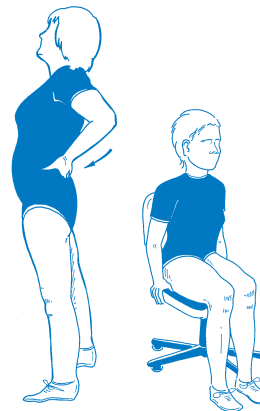
**7. SIDE TWIST**

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

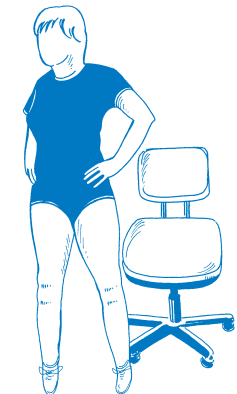


**8. EXECUTIVE STRETCH**

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**



If you are experiencing any aches and pains which may be attributed to VDU use, please contact the Occupational Health Unit. Telephone 650 8190 or Email [Occupational.Health@ed.ac.uk](mailto:Occupational.Health@ed.ac.uk)