Appendix 3

**Quick Display Screen Equipment guidance for non DSE and hotdesk users**

**FIGURE 1: WORKSTATION LAYOUT**



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| Adequate Lighting |
| Adequate contrast, no glare or distracting reflections |
| Adequate leg room  |
| Window covering if needed to minimise glare |
| Screen: stable image, adjustable, readable, glare/reflection-free |
| Keyboard: usable, adjustable, detachable, legible |
| Work surfaces: with space for flexible arrangement of equipment and documents; glare free |
| Chair: stable and adjustable – please ensure that chair is adjusted from sitting position |
| Footrest if user needs one |

###### FIGURE 2: SEATING AND POSTURE

Note particularly the position of the arms and hands, footrest and the movement of the back of the chair. This is the optimum position and should reduce the risk of injury.



**Seating and posture for typical office/laboratory tasks**

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| Seat back adjustable |
| Good lumbar support |
| Seat height adjustable |
| Adequate leg room |
| Forearms approximately horizontal |
| Adjust wrists to ensure not excessively bent (up, down or sideways) |
| Screen height and angle to allow comfortable head position |
| Space in front of keyboard to support hands/wrists during pauses in keying |

If you have any concerns please discuss with your line manager