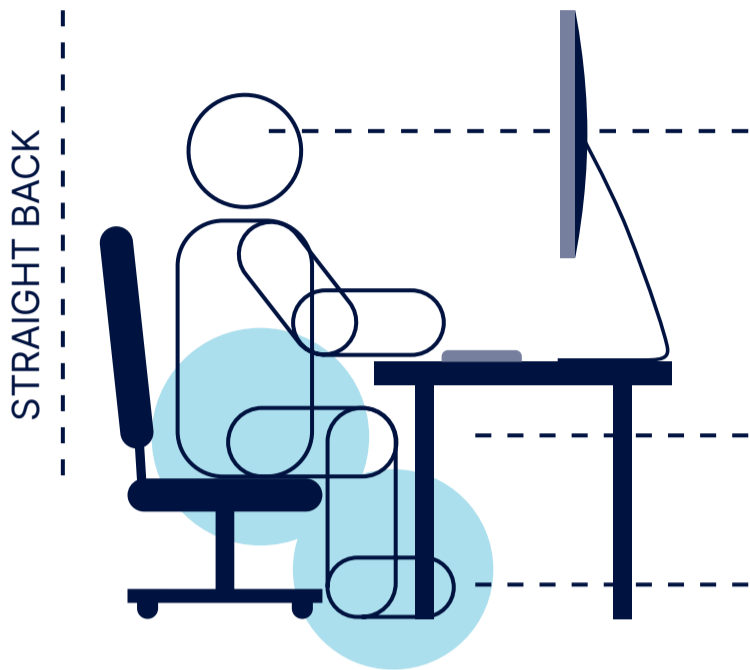


WORKSTATION ASSESSMENT

Computer workstations or equipment can be associated with neck, shoulder, back or arm pains, fatigue and eye strain. These problems can be avoided by following good practice.



Workstation assessment.

What can I do to help myself?

Make full use of the equipment provided, adjust it to get the best from it and to avoid potential health problems.

Here are some practical tips:

- ✓ Ensure there is adequate lighting
- ✓ Always adjust your chair
- ✓ Sit back in the chair to support your back
- ✓ Adjust and clean your screen
- ✓ Keep your desk top tidy and well laid out
- ✓ Take regular breaks from VDU work
- ✓ Report any defective equipment immediately
- ✓ Be considerate, don't let what you do cause problems for your colleagues
- ✓ If you have problems with your workstation seek advice from your Manager