



## ERGONOMIC TIPS

### WORKSTATION TIPS

Are You Using Your Computer Mouse Safely?

**Incorrect Use and Position of Your Mouse Can Lead to Neck and Overuse Injuries**

#### MOUSE TIPS

- Your hand should be in a relaxed position over the mouse.
- Place your mouse right next to your keyboard.
- Allow your wrist to glide across the mouse pad surface. Do not just move the wrist joint to move the mouse.
- Allow your fingers to rest (flop) over the mouse. Do not hold fingers above the buttons ready to strike. Keep your hand off the mouse when not using.
- Take your hand off the mouse every 5 to 10 minutes and stretch your arms and shake your fingers.
- Beware of over-reaching. Keep your mouse close.

## WORKSTATION DESIGN FOR KEYBOARD USERS

**Vary Your Posture Regularly and Take A Break From Sitting Every 30 Minutes. Rotate Tasks Every 2-3 Hours**

### WORKSTATION TIPS

- Adjust the height of the your chair so that the work surface, ie Home row of keys (A-L), is in line with your hands and forearms. Elbows should be at 90 degrees and your wrists kept straight..
- Your screen should be at a distance that allows you to focus easily. Usually this is within an arm's length, with the top of the screen at eye level.
- Wrists should be held in a neutral or straight position. Prolonged upwards or downwards bending can lead to injury.
- Position workstation so that glare and reflection are minimised. Where this is not possible, an anti-glare filter placed over the screen may be helpful. Keep screen and filter clean.
- Add a remote keyboard, mouse and monitor to your laptop, if you use it extensively.
- When referring to a source document, use an adjustable document holder. Place the holder near the screen in a position that minimises the risk of twisting or bending your head. Alternatively if you watch the keyboard when typing place the source document between the keyboard and the monitor.

### CONTACTS

For further information on workstation ergonomics, or to book an ergonomic assessment of your workstation, please contact the Rehabilitation/OH&S Co-ordinators:

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*(Source: A Guide to Health and Safety in the Office, Officewise, June 1996, Comcare Australia)*