

DISPLAY SCREEN EQUIPMENT (DSE)

# SITTING AT A COMPUTER

*correctly*



Swansea University  
Prifysgol Abertawe

HEALTH & SAFETY  
IECHYD A DIOGELWCH



## SCREEN

- You should adjust the height and angle of your screen to suit you – this should be at approximately eye level.
- Leave space in front of your keyboard to support your hands and wrists between pauses in typing.



## POSTURE

- Your feet should be flat on the floor. Use a foot support if you need to.
- Make sure there are no obstacles under your desk – you need space to move!
- Your forearms should sit comfortably. They should be almost horizontal.
- Try not to bend your wrists too much.



## CHAIR

- You should be able to adjust the height and back of your seat into a comfortable and supporting position.
- You should be sitting comfortably so that there is no excess pressure on the underside of your thighs or backs of your knees.



## TIPS

- **Frequent breaks:**  
Take some time to do some light exercise, stretch, move away from your screen or move around the office regularly.
- **Keep hydrated:**  
Drink plenty of water and take regular comfort breaks.
- **Active working:**  
If appropriate, stand in meetings & while on the phone. Rather than emailing, go and see people at their desks.

CONTACT: [healthandsafety@swansea.ac.uk](mailto:healthandsafety@swansea.ac.uk)  
FOR MORE INFORMATION