

New electronic devices

There has been a continuous and rapid increase in the use of laptops, e-readers, tablets and smartphones in workplaces. The use of these devices while adopting inappropriate postures has led to an increase in musculoskeletal disorders in the form of back pain, neck pain, headaches and upper limb injuries.



Tablet

- ❖ Do not use the tablet on your legs.
- ❖ Place the tablet on the table keeping your wrists as straight as possible.
- ❖ Use a stand or a cover that allows an adequate angle of inclination of the tablet.
- ❖ Avoid excessive bending of the neck.
- ❖ Use word prediction or dictation systems to reduce the number of keystrokes.
- ❖ Try to take short but frequent breaks.
- ❖ If you have to use it in a standing position for a prolonged period of time, it is advisable to use a shoulder support.

Smartphone

- ❖ Avoid holding the mobile phone between your face and shoulder. If you cannot hold it manually, use the microphone or an auxiliary headset.
- ❖ Try to keep your back straight and against the back of the seat during use.
- ❖ Place the device slightly below shoulder level, close to your chest and with your neck and wrists straight when using the mobile screen. Relax your shoulders.
- ❖ Use word prediction or dictation systems to reduce the number of keystrokes on the screen keyboard.



Stretching and relaxation exercises
will help prevent MSDs



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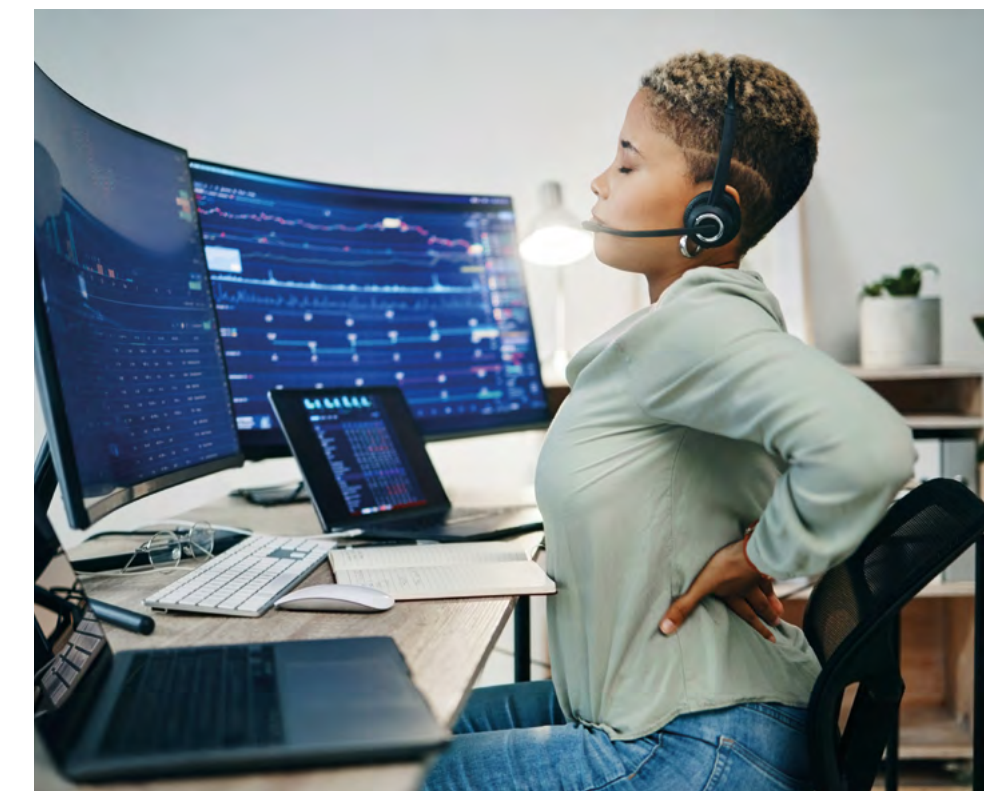
Risks and preventive measures at display screen workstations



In order to prevent the risks derived from the use of display screens, it is important to be aware of them and to observe different preventive measures related to the ergonomic configuration of your workstation and the adoption of healthy postural habits.

Risks

- ❖ Awkward and static postures: musculoskeletal disorders (MSDs) in the cervical, dorsal or lumbar regions, as well as in the upper and lower extremities. Microtraumatism in fingers and wrists.
- ❖ Visual fatigue: eye itching, increased blinking, tearing, heaviness in the eyelids and eyes.
- ❖ Physical fatigue: weakness, exhaustion and increased errors, decreased performance.
- ❖ Sedentary lifestyle: cardiovascular and metabolic problems, some types of cancer, stress and of course the already described MSDs.



Preventive Measures

Computer Display

- ↪ Position the screen in front of you to avoid turning your neck every time you need to look at it.
- ↪ Adjust your position and that of the screen so that the horizontal line of your vision coincides with the upper edge of the computer, with the screen slightly below your eyes (about 10°) and at a distance of about 50 cm.
- ↪ Make the necessary adjustments so that the brightness and contrast are adequate; if the image is unstable or not completely sharp, notify the responsible personnel.
- ↪ Set the size of the characters so that you can read easily and avoid visual fatigue.
- ↪ Choose colors that are easy on the eyes, avoiding, for example, red letters on a blue background, yellow on green or vice versa.
- ↪ Avoid glare or reflections on the screen. To do this, try to position it so that the light source falls sideways on it, remember that you will always have to sit in front of the screen.



- ↪ Alternate periods of reading on the screen (short distance) with periods of long distance gazing (horizon, distant object). This will help to relax the musculature that gives mobility to the eyes.
- ↪ The musculature of the neck, jaw and around the eyes are interconnected. To avoid tension in these muscle groups, perform the following exercise: read a short paragraph covering one eye, and then read the next paragraph covering the other eye. In this way, you will achieve a balance in the tension on both sides.

Keyboard

- ↪ Place and use the keyboard in front of you, this will help you to adopt a correct posture while working.
- ↪ Make sure the keyboard is wireless so that you can position it according to your needs. During use, keep your elbows resting on the armrest and bent at approximately 90°, your back straight and your shoulders relaxed. Rest your forearms on the table.
- ↪ Make sure that the keyboard is not too high or tilted. The correct position is achieved when the forearm, wrist and hand form a straight line.
- ↪ Place the keyboard at least 10 cm from the edge of the table to help your wrists stay straight.
- ↪ Do not hit the keys but press them without applying too much force.
- ↪ Use the dictation function to avoid prolonged use of the keyboard, if possible.



Mouse

- ↪ Place the mouse at least 10 cm from the edge of the table and rest your forearm on it.
- ↪ Rest your hand completely on the mouse and move it so that your wrist and forearm are aligned and resting on the table.
- ↪ If necessary, place a gel pad under the wrist to prevent it from stretching.
- ↪ Try to use a wireless mouse to adapt its use to your needs and rest your forearm on the table.

Office chair

There are no 'ergonomic chairs', but chairs that allow you to adopt 'ergonomic postures'.

The design and placement of the chair will determine whether you can maintain a proper posture while working, with your back and neck relaxed and straight.

- ↪ Adjust the chair to your natural height and posture by following these simple steps:
 - ✓ Adjust the height of the seat so that, when the forearm rests on the table, it and the arm form an angle of approximately 90°.
 - ✓ Adjust the height of the seat so that both feet are fully resting on the floor. A footrest may be helpful, particularly for smaller users.
 - ✓ Lean your back against the backrest, which should be adjustable, and maintain an upright posture.



- ↪ When sitting, lean on the armrests and try to sit as close to the backrest as possible; avoid sitting on the edge of the seat.
- ↪ To stand up, move one foot back slightly and lean on the armrests of the chair or, failing that, on the table or your thighs.
- ↪ Move your feet and legs by modifying your posture and support on them.



- ↪ Check your posture; ask yourself if you are still in a good position and try not to sit for more than 2 hours at a time. If possible, get up and walk around for short periods of time to get your circulation going.

Work table

- ↪ Make sure that the objects on the desk are of a uniform shade so as not to visually overload the workstation. Avoid bright or colourful objects on your desk.
- ↪ Organise your desk. Use the most accessible areas of the desk for the computer screen, keyboard and mouse, and set aside a space for documents.
- ↪ Avoid accumulating papers on the desk, place the documents you do not use in filing cabinets or shelves designed for this purpose.
- ↪ Leave enough free space under the desk to move your feet and legs freely. Avoid storing boxes, filing cabinets or other objects that limit your mobility.

