60 Anos Setronix desde 1966

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WORKPLACE SAFETY CAMPAIGN

OFFICE ERGONOMICS



Fit the workstation to your body. Change posture and tasks.

1. Hazards and risks

Hazards: Sustained posture, repeated reaching, glare and a poorly adjusted workstation.

Risks: Discomfort, musculoskeletal injury, eye strain and mental fatigue.

2. Before you start

- Adjust the chair and back support.
- Allow legroom and keep your feet supported.
- Position the screen, keyboard and mouse comfortably.

3. Stop and report

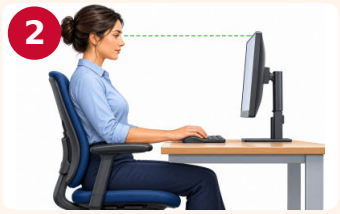
- Pain, tingling or persistent discomfort.
- Difficulty reading or changes in vision.
- An unstable chair or faulty adjustment controls.

4. Adjust your workstation and keep moving



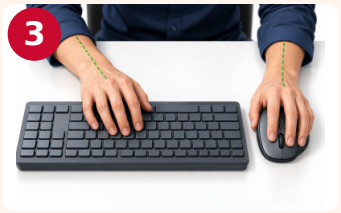
Support your body

Support your back; relax your shoulders.



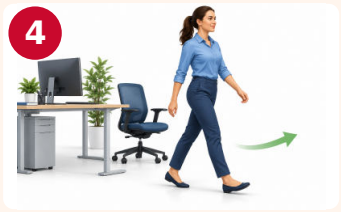
Adjust the screen

Face it directly; read without tilting your neck.



Keep items close

Mouse beside keyboard; wrists aligned.



Vary your activity

Take breaks and alternate tasks.

5. Spot the problem and adjust your workstation

Situation	Preventive choice / adjustment
Unsupported feet	Adjust the chair; use a footrest if needed.
Low screen / small text	Adjust height and text size; avoid leaning forward.
Screen glare	Reposition the screen; adjust lighting or blinds.
Prolonged laptop use	Consider a suitable stand, external keyboard and mouse.

Good practice: Adjust the workstation to the person and task. Change posture, alternate tasks and take breaks. Avoid sitting in the same position for long periods.

6. MONTHLY ACTION Review your chair, screen and mouse position. Make the available adjustments and report problems you cannot resolve.

ADJUST YOUR WORKSTATION • CHANGE POSTURE • REPORT

ACT: workplace ergonomics Good practice: HSE / display screens