

## MORE TIPS

To prevent visual and postural fatigue :

- **Alternate your tasks** (from computer to paperwork...)
- For computer typing, apply **gentle pressure and force** when hitting keys, using **all fingers**
- Learn **keyboard shortcuts** to limit the use of the mouse
- Adjust the **screen parameters** (brightness, contrast...)
- Prefer light backgrounds and dark writings
- Take active **micro-breaks** (15 minutes every 2 hours) and practice **eye exercises** :
  - Blink exaggeratedly for 30 seconds
  - Close your eyes, hide them behind your palms, for 1 minute
  - Look into the distance, more than 6 meters if possible
- **Change posture regularly and practice relaxation exercises :**



*For any further information or any intervention request,  
contact your occupational physician  
or our risk prevention team  
by phone or email : [prevention@cmsm.fr](mailto:prevention@cmsm.fr)*

## *Office ergonomics recommendations*



**Office work, especially in inappropriate conditions,  
can cause eye fatigue and pain.**

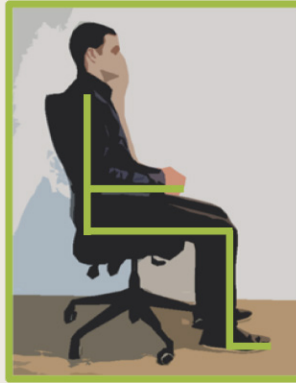
**This brochure is a how-to guide to help you feel  
more comfortable at your workstation.**

## CHAIR

Knowing the different chair adjustments will help you to sit properly.

Sit deep in your chair so that you can feel the backrest against your lower back and use the entire seat, and then adjust :

- The **sitting height** : your elbows should be bent to 90° and your feet rest flat on the floor or on a footrest
- The **backrest** : adjust the backrest so that its curve supports the spine in the lumbar region and adjust the backrest counterpressure so that the chair permanently follows the movements of the upper body
- Additional available adjustments : backrest height, armrests height, seat depth...



## MONITOR

If you place your monitor on the side, it can lead to muscle strain on arms, cervical and dorso-lumbar regions.

In prevention :

- Sit directly **in front** the monitor
- The **top of the screen** should be at or slightly below eye level
- An **arm's length distance** is recommended between you and the monitor



## LAPTOP

Working on a laptop can cause significant pain on the neck, the arms, and the lumbar region.

- Its use should be strictly limited to **short activities** (meeting, business trip)
- Prefer the use of a **desktop**
- If the use of a laptop cannot be avoided, **lift the screen** by using a stand and add a separate keyboard and a mouse



## COMPUTER PERIPHERALS

To improve your work posture :

- **Elbows**, close to the body, should be positioned at **90°**, resting on the desk
- The **keyboard** must then be placed **right** where your hands are, as **flat** as possible (do not use the feet)
- The **mouse** comes as **close** as possible to the **keyboard**, on the same level and the same height
- The use of a wrist rest is generally not recommended
- Using a **document holder** prevents repetitive neck flexions
- If the use of a document holder is not possible, the document should be therefore placed on the desk **more than 20 cm** away from the body



## OFFICE LIGHTING

Insufficient or excessive lighting of the workstation exposes the employee to visual and postural fatigue.

To obtain a proper lighting :

- Place the monitor **perpendicular to the window**, so that you can use natural light and reduce glare and reflection at the same time
- If necessary, install **window blinds**, preferably with horizontal slats
- Under direct artificial light, place the desks **between 2 sets of ceiling lights**, rather than directly under one of them
- Make sure you have **extra desk lamps** in stock, if needed in addition to general lighting. Choose for example adjustable swing arm lamps, with a space-saving clamp.

