



## 5 TIPS FOR ALL VDU-WORKERS

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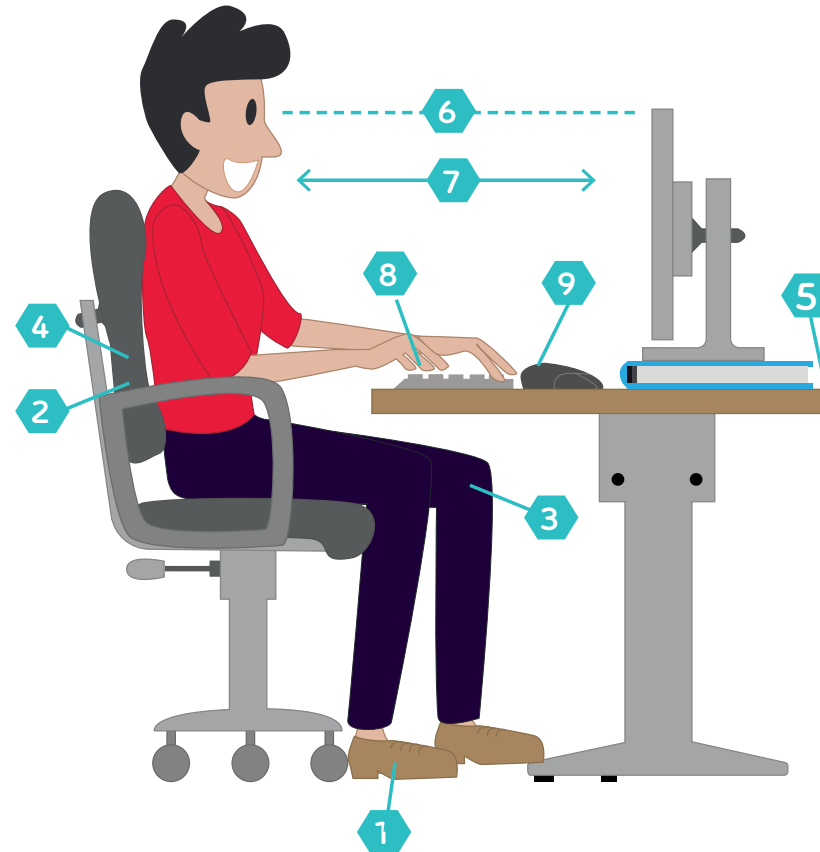
The best sitting posture is the next one!

# 1



### Proper sitting

- 1 Place your feet flat on the ground
- 2 Seat height: pelvis higher than knees
- 3 Seat depth: a gap the size of a fist behind the kneepit
- 4 Lumbar support: convex shape above the belt.
- 5 Desktop at elbow height.
- 6 Upper edge of monitor at eye level.
- 7 Viewing distance: arm's length
- 8 Keyboard: relaxed position and support for hands and wrists
- 9 Sufficient free space for mouse



# 2



## Adequate infrastructure

- 1 Adjustable office chair: seat height, seat depth, lumbar support, dynamic and adjustable armrests
- 2 Sufficiently large desktop: 80 cm deep and at least 120 cm wide
- 3 Sufficiently large monitor: min. 19"
- 4 Separate keyboard and mouse
- 5 Mouse level with keyboard. Keyboard directly in front of you. Keyboard angle should ideally be horizontal.
- 6 Place documents between the keyboard and the monitor
- 7 Sufficient light and depth of vision

# 3



## Water

Drinking water is important! It helps you lose weight, ensures a healthy, attractive skin, carries waste out of your body, boosts your concentration and even reduces the risk of cancer. It also means that you have to go to the toilet more frequently, so you have to stand up. A lot of positive effects for just a little effort!

### Tips:

- 👍 Use large glasses. Then you will automatically drink more.
- 👍 Only drink water between meals if you are in meetings all day.
- 👍 Spice up your (sparkling) water with vegetables, fruit or herbs.



# 4



## Alternating

- 1 Vary your posture and move around as frequently as possible so as to avoid strain.
- 2 Make sure you alternate between sitting and standing, between sitting and walking around and between sitting on an office chair and an ordinary chair.
- 3 Place the printer a little further away.
- 4 Go over and see your colleague, rather than sending him or her an email.
- 5 Moving around and alternating your posture is the best way to avoid single-sized strain.
- 6 Stand up every 30 minutes or adopt a different posture!!



# 5



## Get fit at your desk

Do regular stretching exercises

Raise and lower your chin



Swivel your upper body from left to right



Rotate your shoulders back and forth



Stretch your legs out regularly



Tilt your ear towards your shoulder on both sides



Stretch your arms out above you



Stand up from your chair and sit back down without support



Loosen your hands by drawing circles in the air



Put your head down between your knees



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Ask your External Prevention and Protection Service (Health and Safety) for advice:

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