Khoo Teck Puat Hospital
NHG Health

Yishun Community Hospital
NHG Health

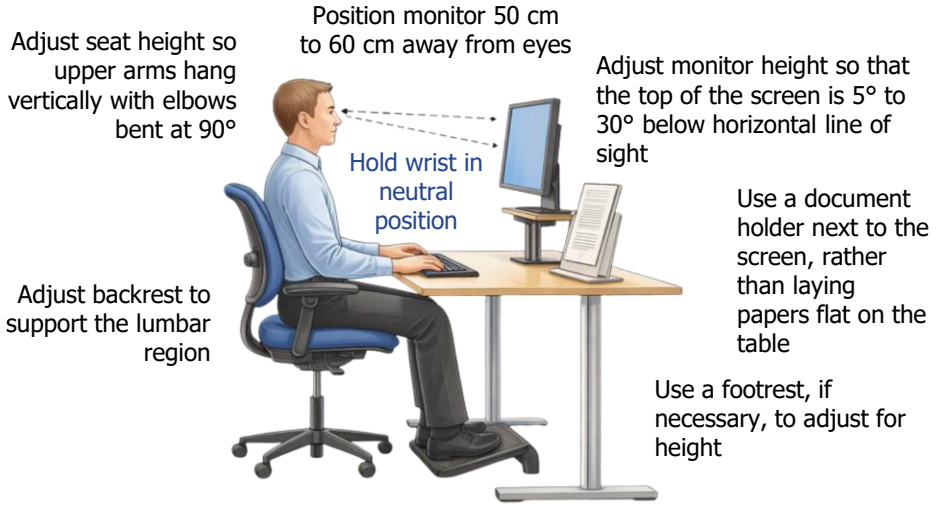
Adding Years of Healthy Life

Department of
Rehabilitation Services - Physiotherapy

Desktop Ergonomics
Tips for Computer Users

Setting Up

- Keep the top of the screen slightly below eye level and the screen parallel to your view angle.
- Maintain good upright posture with your neck straight and relaxed and your lower back supported.
- Keep shoulders relaxed with your elbows close to your sides.
- Do not slouch or rest your weight on the armrest.
- Keep elbows about parallel to the floor.
- Keep wrist and fingers straight and flat and minimise movements from side to side and up & down.
- Keep your keyboard and mouse at close reach.
- Take brief breaks at least once in an hour to stretch



Symptoms of Poor Ergonomics

- ❌ Stiff or swollen joints.
- ❌ Numbness or "pins and needles" after working for an extended period.
- ❌ Increased pain when doing a specific action or posture.
- ❌ Your pain or discomfort gets better when you are away from work.

Workstation Ergonomics Checklist

✅ Lighting

☐ Ensure your workspace is well-lit to reduce eye strain and fatigue.

☐ Position your monitor to minimize glare.

✅ Supportive Accessories

☐ Use a footrest to maintain proper leg and foot positioning.

☐ Place documents on a document holder to reduce neck movement.

☐ Add lumbar support to promote a healthy sitting posture.

✅ Work Habits

☐ Rotate between different tasks to avoid looking at your screen continuously for more than 30 minutes at a time.

☐ Take a 2 to 5 minute break at least once every hour to stand up, move around and stretch.

If your symptoms persist or worsen despite adjusting your workstation, consult your physiotherapist or doctor.

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