A Guide to Safe Computer Set Up and Use

The information below provides best practice guidance on how to set up your computer and associated equipment (whether at Guide Dogs sites or at home).

Chair - Ensure that the chair you use provides support to your back, your back should be at a right angle and there should be support for your lower lumber region. The seat height should allow your elbows to be just above the desk/table (relaxed shoulders, upper arms vertical, elbows bent at right angles) and your wrists should be in a relaxed, neutral position over the keyboard. When sitting on your chair your thighs should be horizontal with no undue pressure on the underside. If your thighs are not horizontal or your feet are not flat on the floor, use a footrest.

Keyboard and mouse - The keyboard should be directly in front of you and at a distance to allow you to maintain relaxed shoulders, upper arms vertical, elbows at right angles and a neutral wrist posture. Position your mouse close to the side of the keyboard in easy reach and remember to take your hand away from the mouse when not in use.

Screen - The screen viewing distance should be at approximately arm's length and the screen height should prevent excessive movement of the head and neck up and down. The top of the screen casing should be at, or just below eye level.

Breaks - Ensure that you take regular breaks from using your computer, it is important to get up and out of your chair at least once every hour to adjust your posture.

The diagram below is example of how a user and equipment should look when set up correctly.

Slight downward viewing angle

Screen height adjusted using monitor arm or monitor raise

Neutral wrist position

Back supported at a comfortable angle

Make sure there is space beneath your desk to allow you to move your legs

Even pressure across thighs

Use a footrest if your feet are not flat on the floor