

Appendix 11 – Laptop Guidance

Any employee using continuous spells of an hour or more may be regarded as a 'user' under the DSE Regulations.

Laptops and tablets may not be ergonomically designed for constant use. They utilise a fixed design not adaptable to an individual user which can, over time, lead to musculoskeletal disorders. Wherever possible, a separate keyboard, mouse and laptop stand should be used to improve the ergonomics arrangement if a docking station is not available.

Guidance –

- Position the laptop directly in front of you.
- Use an external mouse and keyboard where possible
- Use a proper desk rather than a bench or lap
- Keep the mouse and keyboard towards the edge of your desk
- Adjust your chair so that your desk allows your arms to work comfortably at the keyboard
- Raise the laptop so the top of the screen is just at your eye level. (Portable and fixed Laptop stands can be purchased)
- Sit comfortably, well back but straight in your chair to keep your head directly over your shoulders
- Don't lean on your desk while typing and keep your elbow in line with your shoulders, hanging loosely at your side
- When using the laptop keyboard, try not to drop your wrists or rest on them. Instead move your hands freely on the keyboard and keep your hands in line with your shoulders
- Avoid prolonged carrying of laptops. If this is unavoidable try an alternative back pack or trolley design case.

