University of BRISTOL

Safety and Health Services

DSE visual checklist for students

ℹ️ Follow these steps at the start of each day so that your workstation is set up safely and comfortably

Before you start work, set up your workspace:

1. Adjust your seat height so that your arms are roughly at right angles and your forearms horizontal.

2. Use a footrest if your feet are not flat on the floor after adjusting your chair height.

3. Make sure your lower back is supported.
If you need more support, try using a folded towel or cushion between your back and the backrest of the chair.

4. Keep your wrists in a neutral position, not excessively flexed up or down.

5. Adjust your monitor height so that the top of the screen is roughly at eye level. You can use a box or books if you don't have a laptop stand.

6. Use a separate keyboard and mouse if working for long periods of time.

This checklist is useful for when you are working:

- at home
- while travelling
- in lots of different locations or using different workstations

These simple steps will help you stay comfortable with good posture

Remember to:

- take regular, short breaks away from your workstation.
- include movement and activity as part of your working day.