

# Ergonomics

## Keyboard and mouse hints and tips

The average office worker spends 1700 hours a year at their desk. That's why it's important to make sure your work area is set-up correctly and that you are aware of how you use your workspace. Here are some tips which can reduce strain on your body when you are at the computer.

### Monitor – eye care

Staring at a computer screen for hours can leave your eyes feeling dry, sore and blurry. Here are some daily tips to keep your eyes feeling fresh:

1. First things first – do you wear glasses, and is your prescription up to date? Do you need glasses?
2. Blink often to refresh your eyes.
3. Take eye breaks – Try the 20-20-20 rule: Every 20 mins look at something 20 metres away for 20 seconds.
4. Reduce glare directly in front or behind your screen which can make it difficult to see the screen. You can also use an anti-glare screen cover.
5. Ensure the monitor position is adequate – eye line should be in the top third of the screen at a comfortable viewing distance. A good guideline is about arm's length away, although this will vary depending on your eyesight.
6. If using dual monitors ensure that the brightness and contrast settings match.
7. Trial increasing the display size of your monitors. If you are constantly leaning forward to read text this may allow you to sit back in your chair.

### Reach zone

Look at the image and think about the following:

1. Identify items which you use daily, weekly and monthly.
2. Items you are using constantly, ie – keyboard, mouse, phones, should be placed within easy reach.
3. Weekly and monthly items should be moved away from the desk.
4. Aim to move at least one item off your desk within a short walk from your workstation. This will encourage more movement during your day.

Remember, whatever position you're in, make sure you take a break regularly (20-30 min) to move and stretch. To protect your body against aches and pains, find a balance between sitting, standing, moving and stretching.



# Setting up your keyboard and mouse

1. The keyboard should be directly in front of you, with approx 10 cm to 15 cm of space from the edge of the desk to the base of the keyboard.
2. Tilt the keyboard in a flat or declined angle to relieve wrist extension when typing.
3. Let your wrist/forearm rest (not lean) on the desk whilst typing. This will take unnecessary strain off the neck and shoulders.
4. Ensure seat height is appropriate to allow the elbow/forearm angle to rest at 90°-100°.
5. The mouse location should be aligned with the keyboard, as close as possible. This will reduce any repetitive reaching and awkward forearm postures.
6. When deciding the mouse size, it should fit comfortably in your hand. Avoid decorative or collectable mice.
7. Switch it up. Find various methods and shortcuts to minimise overuse of the keyboard and mouse.
8. Trial increasing the sensitivity of your mouse. This will ideally allow for smaller hand movements creating larger movements on the screen.

## HELPFUL KEYBOARD SHORTCUTS

PRESS THIS KEY	TO DO THIS
Ctrl + Z	Undo an action
Ctrl + Y	Redo an action
Ctrl + Right Arrow	Move the cursor to the beginning of the next word
Ctrl + Left Arrow	Move the cursor to the beginning of the previous word
Ctrl + Down Arrow	Move the cursor to the beginning of the next paragraph
Ctrl + Up Arrow	Move the cursor to the beginning of the previous paragraph
Ctrl + Shift with an arrow key	Select a block of text
Shift with any arrow key	Select more than one item in a window or on the desktop, or select text within a document
Ctrl + A	Select all items in a document or window
Alt + F4	Close the active item, or exit the active program
Alt + Tab	Switch between open items
Ctrl + Mouse scroll wheel	Change the size of icons on the desktop
Windows + Tab	Cycle through programs on the taskbar by using Aero Flip 3-D
Windows + D	Hide/display the desktop
Windows + L	Lock your computer or switch users
Windows + T	Cycle through programs on the taskbar
Windows + number	Start the program pinned to the taskbar in the position indicated by the number. If the program is already running, switch to that program
Shift + number	Start a new instance of the program pinned to the taskbar in the position indicated by the number
Windows + Up Arrow	Maximize the window
Windows + Left Arrow	Maximize the window to the left side of the screen
Windows + Right Arrow	Maximize the window to the right side of the screen
Windows + Down Arrow	Minimize the window
Windows + Home	Minimize all but the active window
Windows + Shift + Up Arrow	Stretch the window to the top and bottom of the screen
Windows + Shift + Left Arrow or Right Arrow	Move a window from one monitor to another

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