

Make as much variety in your work as possible, be aware that you are not sitting in the same position all the time. There is no ergonomically correct seating position. Variation, variation and variation - it cannot be said enough.

Our bodies are not created for sedentary work in front of a computer for many hours every day. As a result, some of us eventually end up with pain in shoulders, arms, hands and/or back and therefore we need motion, breaks, support, facilities and variation in order to work optimally. This leaflet provides you with good advice and links to useful relevant websites as well as info regarding the working environment representatives at the Department of Environmental Science.



Make your body happy

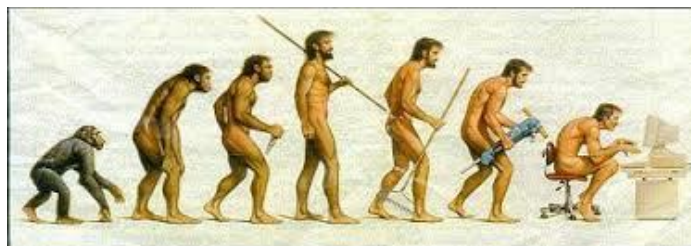
You are always welcome to contact your working environment representative in case you have questions or need more information and/or guidance.

Working environment teams	Working environment management representative	Working environment employee representative
AMG1 "Dry" sections, secretariat	Patrik Fauser	Mette Hjorth Mikkelsen
AMG2 Chemical sections ("wet")	Christian Monies	Birgit Groth og Susanne Lind
AMG3 Field work and field stations	Jacob Klenø Nøjgård	Bjarne Jensen
AMG4 Microbiological laboratories ("wet")	Anders Johansen	Tina Thane

ENVS – working environment: <http://envs.medarbejdere.au.dk/arbejdsmiljoe/>

AU – Indoor environment and ergonomics:

<http://medarbejdere.au.dk/administration/hr/arbejdsmiljoe/fysiskarbejdsmiljoe/indeklima/>



Useful ergonomic advice

Breaks: It is very important to take breaks away from your screen and keyboard. Besides the regular fixed breaks, micro breaks are also important in order to give your body an opportunity to move a little. Move your hands away from mouse and keyboard. Look out the window, change your position on the chair, stretch your arms, roll your neck/head, stand up – anything to give your body a new position. If possible try out the “Break now” programme that offers you to create fixed breaks during your work day (<http://pause.nu/>)

Work position: The best work position is the next! Variation is essential no matter the quality of your equipment. Shift position as often as possible – your body has different needs during the day so listen to your body. If you have a sit-stand desk you should raise your table and work standing up, e.g. before lunch break or by the end of the day.

Move hands away from keyboard and mouse: When we type, and we type a lot during a work day, the muscles are activated in our forearm. Muscles and sinews need breaks to recover so that waste products can be expelled and give way for new oxygen and nutrition. As long as we keep our hands on the keyboard or mouse, the muscles stay active and don't rest. So move your hands away from keyboard and mouse when you're not using them. The force of habit is strong!



Venting: Air out your office several times a day. Open your window to let in fresh air. This helps prevent headaches. Also remember to drink plenty of water during the day.



Mouse: Make sure your arm is close to your body when you write. The desk should have enough depth for the keyboard to be pushed backwards in order for you to rest your forearms, wrists and hands on the desk. It can be useful to some if the mouse is placed between the body and the keyboard. If possible, change between using the mouse and a mouse trapper. Also use keyboard shortcuts whenever possible.

Monitor: As a rule of thumb the distance to your monitor should equal the length of your stretched arms. The top of your monitor should level with your eyes when you are sitting on your chair. In case you are working with two monitors you are advised to place both screens in the middle in front of you so that you move your head as little as possible. See guide here: https://www.youtube.com/watch?v=ldh_g9hc5JY

Chair: Get to know your chair. Experiment with the variety of positions. The position you use in the morning does not necessarily have to be the best for you during the afternoon. Remember, variation is key! When you are seated on your chair your entire foot should be placed on the floor. The incline of your thigh should be slightly downward positioned towards your feet. If possible, switch chairs during the day.



Laptop: Working on a laptop often results in undesirable working posture because the monitor and keyboard are unadjustable. Using e.g. a wireless mouse and a separate keyboard can help position the monitor in a more beneficial and desirable position. The best solution is a docking station with separate monitor, keyboard and mouse – thus functioning like a fixed computer.

Elastic band: Simple exercises with elastic bands can train the muscles you use when you work at the computer. The exercises help reduce pain and aching in the nape of the neck, shoulders and arms. <http://www.jobogkrop.dk/Oevelser-til-nakke-og-ryg/Oevelser>.

Massage: You are offered the possibility of a half an hour of massage every week. You book an appointment in your OUTLOOK calendar (Roskilde Massagekalender) for ½ hour: <http://envs.medarbejdere.au.dk/kultur/massagetilbud/>