



OHS POLICY

Revised January 2013

Tips for Laptop Users *How to Set Up & Transport*



Laptop computers are lightweight, portable and convenient, allowing us to keep in touch from almost anywhere. Students should get into good habits so they don't experience aches and discomfort.

Unfortunately, the laptop's compact design with attached screen and keyboard forces laptop users into awkward postures. When the screen is at the right height, the keyboard is too low.

Students usually use laptops for short periods of time interspersed by different activities at school.

- Take frequent breaks when using your laptop. Every 20 – 30 minutes rest your eyes and stretch your hands and shoulders.

SETTING UP YOUR LAPTOP

When using your laptop for long periods of time, consider using:

- A separate mouse and keyboard and a monitor stand. These will allow you to place the screen at a comfortable viewing height, normally just below the eye level, and a distance that is usually about arms length. A separate keyboard and mouse will allow arms to be in a relaxed position.
- If you have a height adjustable chair at home, adjust it so you can 'sit tall' as shown in the diagram.

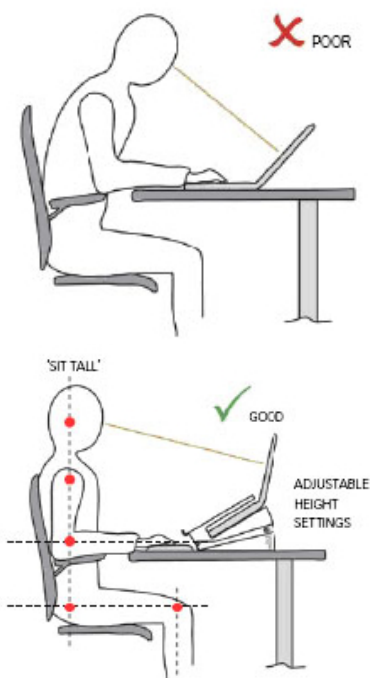


DIAGRAM 1

Shows posture using laptop alone and also using monitor stand and separate keyboard and mouse.



College School Bag

(available at www.psw.com.au)

Features

- Adjustable straps & waistband
- Padded laptop holder & divider
- Padding on back for extra comfort & shoulder support



SETTING UP YOUR LAPTOP (cont.)

When using your laptop for occasional periods of time, consider using:

- A chair that supports a comfortable upright or slightly reclined posture.
- When you are at school, use the table and chair you have in your classroom.
- If you are not at your desk, place the laptop on your lap with an empty 5 – 8cm binder with the wider edge toward your knees which will create an angle that will help keep your wrists straight and will make the best use of the screen height.
- Stand up and stretch frequently.

CARRYING YOUR LAPTOP

When carrying your laptop, consider:

- The weight of a laptop and accessories can add up.
- Reduce the load by removing unnecessary items, such as battery packs and cables.
- Carry your laptop in your backpack with the laptop placed in the pocket closest to your back. Make sure the shoulder straps are correctly adjusted (and on BOTH shoulders) and that the hip belt is done up.
- A guide is to keep the weight of the bag at 10% of your body weight.

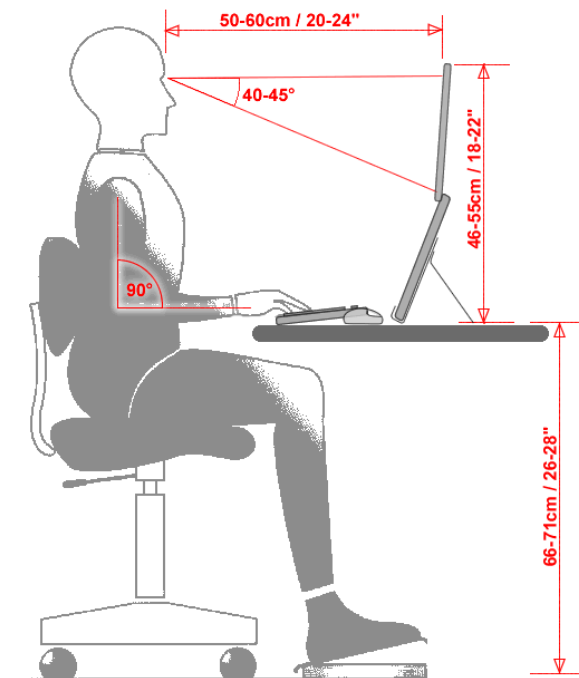


DIAGRAM 2

The correct set up when using a monitor stand and separate keyboard and mouse.