



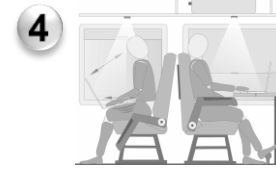
Introduction



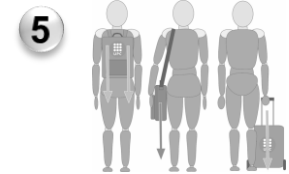
At the office



At home



On public transport



Carrying the device

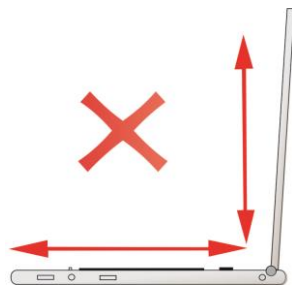
Whenever possible, **use a desktop instead of a laptop**

Laptops

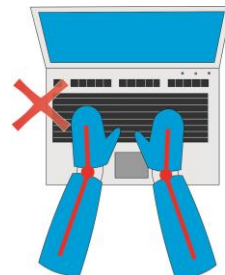
In recent years, laptops have become **tools that are used regularly and continuously**, though they were not designed for this purpose. To work properly without health risks, **you should not use a laptop for more than 4 hours a day**. If this is not possible, you should adapt your workplace according to the instructions in this file.

What are the risks of using laptops?

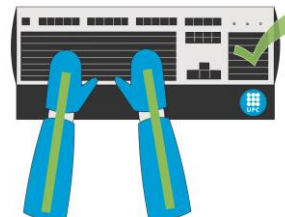
- **Improvised workplaces.** As laptops can be taken anywhere, we sometimes work in places that are not designed for this use (with a lack of suitable lighting, furniture that forces us to adopt awkward postures, noise, etc.).
- **Lack of adaptability.** Due to the design, the device cannot be adapted to the user (the height and depth of the screen cannot be altered).
- **Small dimensions.** The keyboard is smaller and the keys are closer together, which means that forearms and hands cannot be aligned.
- **Carrying the laptop around.**



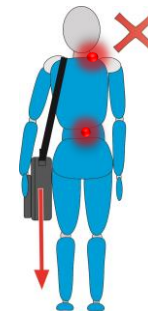
Lack of adaptability



Smaller keyboard and screen



Forearm, wrist and hand aligned.



Carrying the device





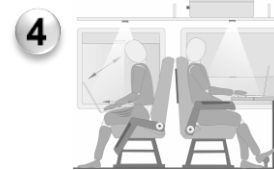
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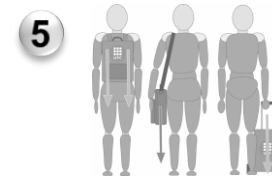
At the office



At home

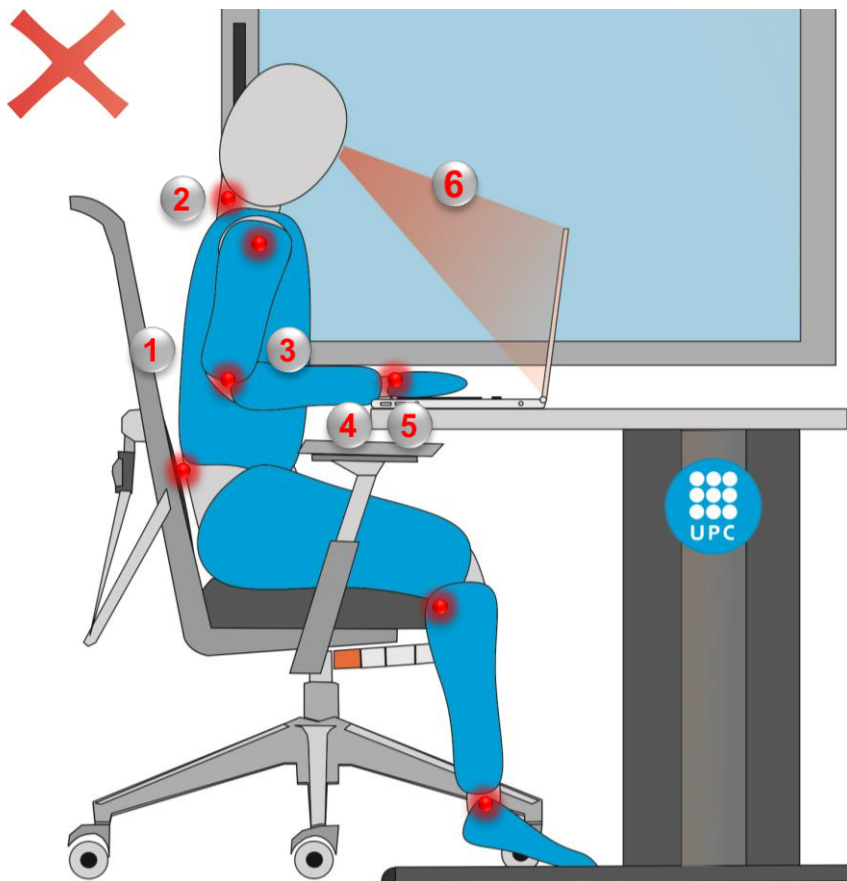


On public transport



Carrying the device

If you have to work with a laptop at the office, **follow these instructions:**



- 1 Support your **back**.
- 2 Avoid bending your **head** forward too much because the height of the screen is unsuitable.
- 3 Avoid bending your **arm** too much (less than 90° angle).
- 4 Leave enough space to support your **wrists** and **forearms**.
- 5 Use a separate **mouse** and **keyboard**.
- 6 Sit at the right distance from the **screen**.

Joints at risk





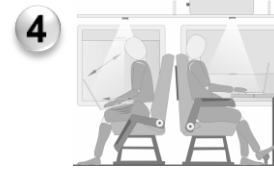
Introduction



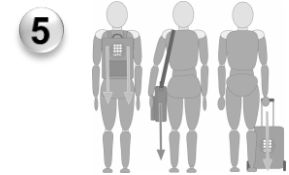
At the office



At home

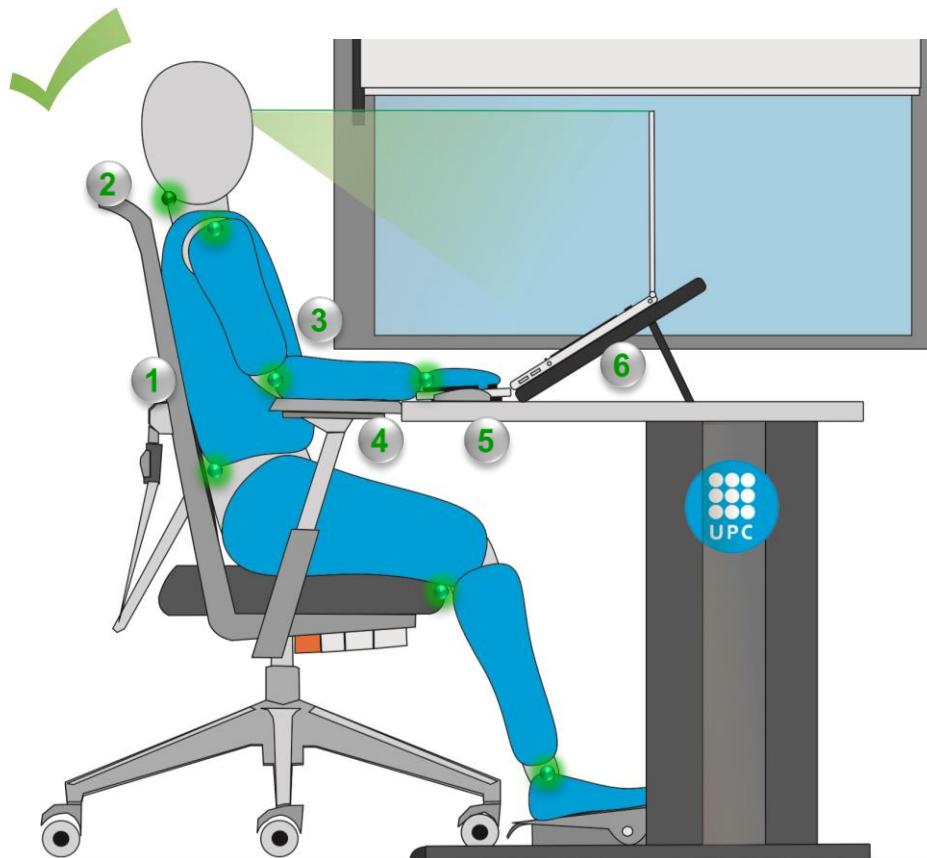


On public transport



Carrying the device

If you must work for long periods on a laptop, **adapt your workplace** and remember to take breaks



1 Back slightly reclined and supported. Suitable lumbar support at the right height.

2 Head in a straight position, without bending it forwards or backwards. The top of the screen must be at **eye level** and at a distance that enables you to see the image without straining.

3 Forearms supported and angle of flexion of the arms greater than 90°.

4 Forearms, wrists and hands must be aligned and supported. Use the armrest when you have a separate keyboard and mouse and there is no room left on the table.

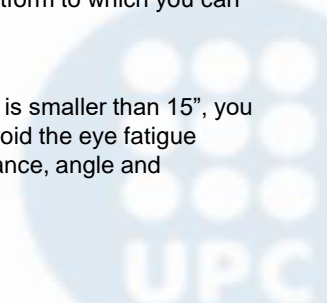
5 Use a separate keyboard and mouse. This enables you to work with your **arms and shoulders in a relaxed position.**

6 Use a stand to raise the computer screen up to eye level.

If possible, use a docking station (a platform to which you can connect the laptop and peripherals).

* If you work with a laptop whose screen is smaller than 15", you need to have an **external screen** to avoid the eye fatigue caused by the eye adapting to the distance, angle and dimensions of the screen.

Joints protected



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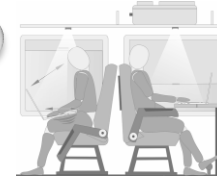
At the office

3



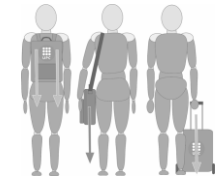
At home

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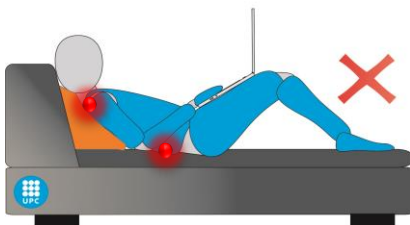
On public transport

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Carrying the device

At home, as at the office. Work in the right conditions



If you have to work with a laptop at home for long periods:

- The best way to work with a laptop is to use a **separate keyboard, screen and mouse**.
- **Prepare a space** according to the recommendations for working at the office, and avoid working in areas that are not designed for this purpose.
- Try to take **short breaks** frequently, to relax tensed muscles.

Joints at risk



1



Introduction

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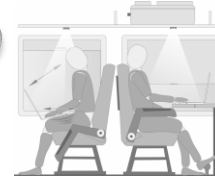
At the office

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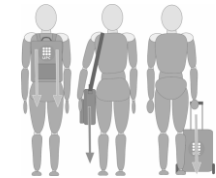
At home

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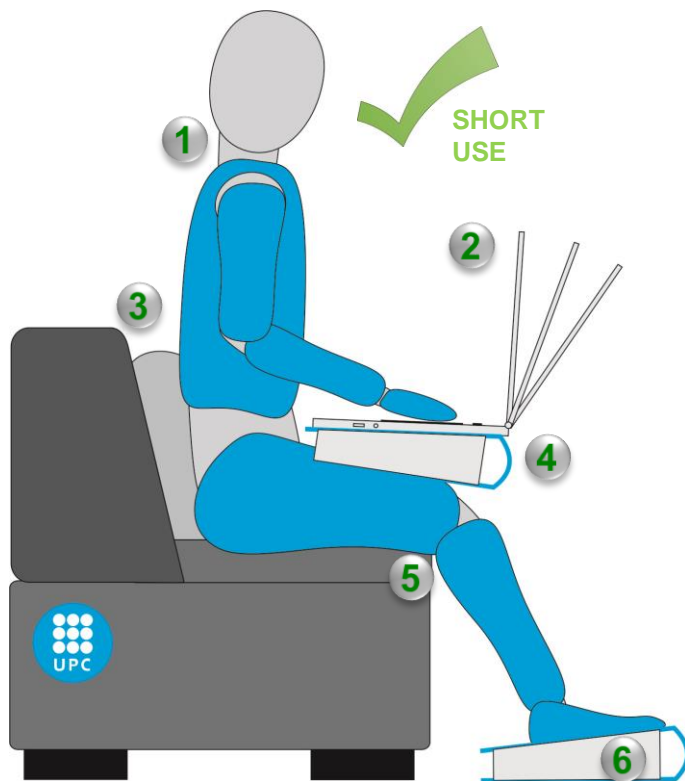
On public transport

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Carrying the device

If you have to use a laptop for a short time (less than 1 h), take into account the following recommendations:



1

Try to keep your **head in a neutral position**.

2

Adjust **the tilt of the screen** to correct the distance from your eyes, and to reduce reflection on the screen.

3

If possible, put a **cushion**, blanket, etc. behind you to support your lumbar region.

4

Put a **book or folder** between the laptop and your legs to increase stability and prevent heat transmission from the device.

5

When you sit on the chair, leave 2 or 3 cm **behind your knee** to ensure that there is no pressure on this joint and to maintain good blood circulation.

6

Support both feet on the ground. If necessary (if your feet do not touch the ground) put a book, folder or any other material on the ground so that you can support your feet properly.



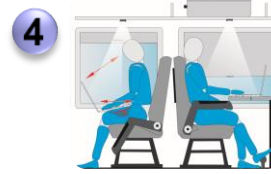
Introduction



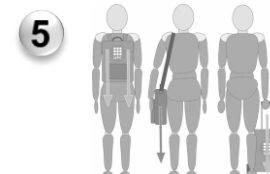
At the office



At home



On public transport



Carrying the device

Special situation **NOT RECOMMENDED**



- 1 Head bent.
- 2 No back support.
- 3 Heat transmission from the computer.
- 4 Lack of space.
- 5 Unsuitable distance from the screen.
- 6 Reflection on the screen.

Joints at risk



Although working with a **laptop on public transport** is **NOT RECOMMENDED**, if you must do this for a short period of time, **try to:**

- Sit at seats that have a **table**.
- Adjust the **curtain** depending on the sunlight.
- Turn on the **light** and control reflections by tilting the screen.
- Put your feet on the **footrest**.
- Support your back on the **backrest**.
- Take **regular** breaks.
- Use the **armrests**.

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At the office

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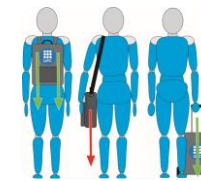
At home

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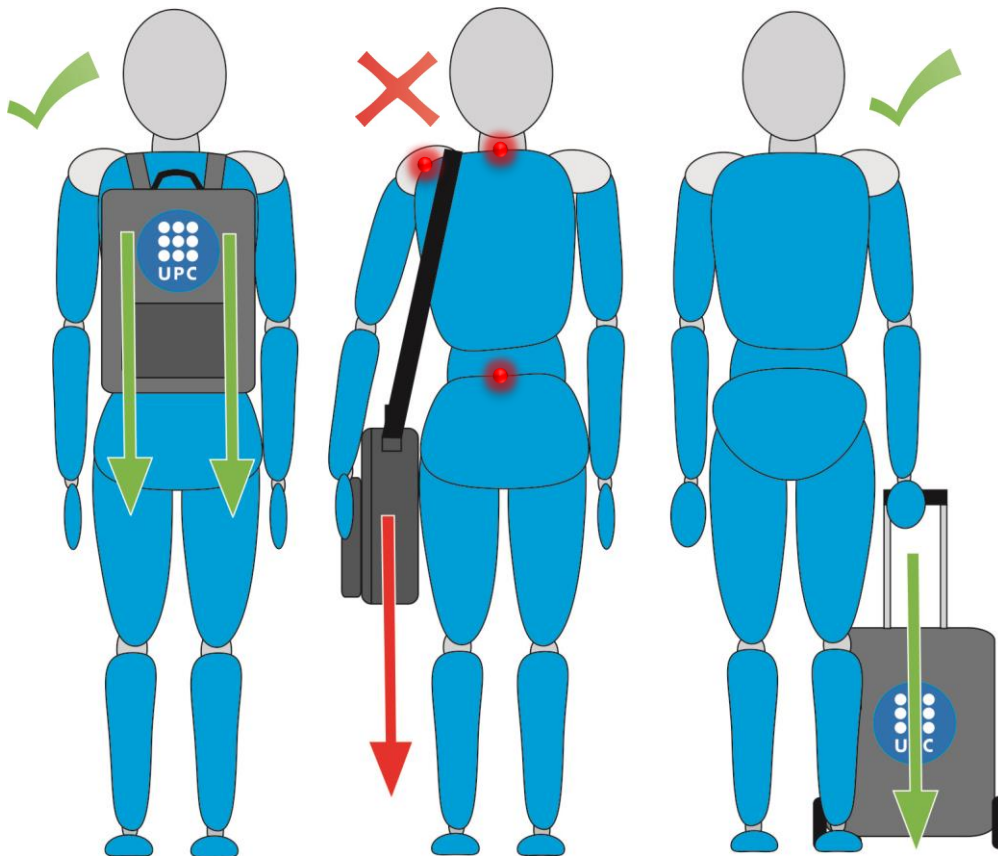
On public transport

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Carrying the device

Follow the recommendations below to ensure your safety when you are carrying the device



- When you have to transport a laptop, try to **distribute the weight in a balanced way** preferably in a rucksack, and if this is not possible, in a case with wheels.
- **Do not** overload the rucksack with **unnecessary material**. Check your rucksack regularly and **take out anything that you do not need**.
- If you use a **briefcase**, try to **change sides** regularly so that you do not overload one part of your body.

Joints at risk

