

Salford public access PCs: health and safety guide

All users of the library computers should be aware of the following advice:

- Take a break - it is suggested that users take regular breaks (10 minutes every hour) away from the computer - focus the eyes on something other than the screen.
- Posture - arms should be parallel to the surface of the desk, wrists supported, eyes level with top of the screen and feet flat on the floor.
- Foot-rests are available if you think you may need one.
- Copy-holders are available.
- Monitors - screens will tilt forwards and backwards and swivel sideways to help avoid glare from windows or lights. Monitor brightness and contrast settings can be adjusted to suit individual users.
- Screen filters are available if needed.
- Lighting - if room lights are too bright some can be switched off - please ask a member of staff.

The equipment can help you achieve a comfortable position:

- Chairs are height-adjustable, backrests adjustable up/down and forwards/backwards.
- Keyboard angle is adjustable to help support wrists.