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.**
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**
Ergonomic recommendations

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 90º.

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
Laptops

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

Ergonomic recommendations
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.
Ergonomic recommendations

Laptops

Special situation NOT RECOMMENDED

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.

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.
7. Joints at risk
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.