

Working Safely at the Computer

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for use in the
Business & Marketing Education Classroom

Are you at risk?

n Working at the computer can cause problems such as:

- eyestrain
- persistent fatigue
- back pain
- tendonitis
- Carpal Tunnel Syndrome



Eyestrain

(Caused by improper lighting and poor posture.)

TIPS TO REDUCE EYESTRAIN

- ❑ Lower lighting level to:
 1. reduce glare
 2. improve screen contrast
- ❑ Place screen at right angle to avoid reflections and shadows
- ❑ Sit with ceiling fluorescent lights parallel to your line of sight and to your side

Postural Hazards

❑ Certain postures are uncomfortable **and** hazardous to your health.



- ❑ The following may lead to a serious condition:
- Working with inadequate back support
 - Head tilted back or forward
 - Shoulders hunched
 - Wrists bent
 - Feet unsupported

Reduce Sitting Stress

The right chair helps to reduce sitting stress. Your work chair should:

- be fully height-adjustable
- support the low back
- swivel easily
- have a separately adjustable back
- have a seat with a rounded front edge
- have five feet on castors
- have an adjustable arm rests

A Healthy Work Environment

- Ventilate adequately
- Smoke-free environment
- Control noise
- Remove obstacles/tripping hazards
- Prevent visual distractions



Say “NO” to Stress



- Get enough sleep.
- Exercise regularly.
- Eat right.
- Stay limber.
- See a doctor for persistent discomfort or physical problems.



**Check these
items**

**when you
sit down**

**to
work!**

#1

**Is the top of the
screen at eye level?
Is the screen
15-32 inches away?
Is the display sharp
and steady?**



#2

**Is your field of
view free from
glare and
reflections?**

#3

**Do you have a
document holder
so that documents
are close and level
with the screen?**



#4

**Are your wrists
straight and
horizontal to your
work surface as
you type?**

#5

**Do you have
enough knee
clearance under
the desk or table?**



#6

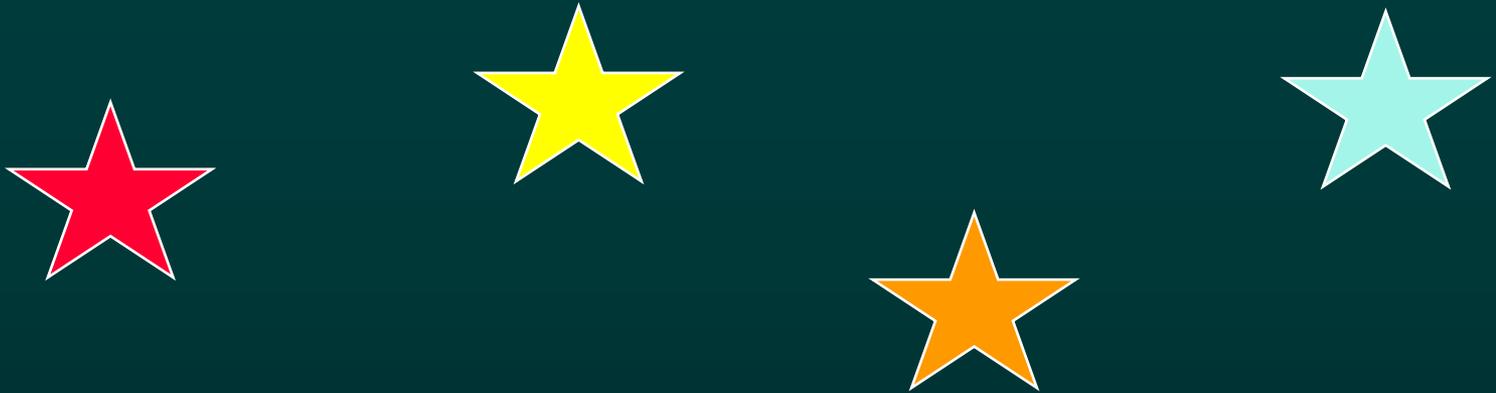
**Are your feet flat
on the floor?**

#7

**Are your arms loose
and comfortable at
your sides and
elbows at right
angles as your
type?**

#8

**Are you sitting
back in your chair
with your lower
back well
supported in its
natural curve?**



**Work safely at your
computer and have fun!**

