APPENDIX 3

COMPUTER WORKSTATION ERGONOMIC GUIDE

Millions of people work with computers every day, and as a result this has resulted in problems ranging from simple eye strains to repetitive strain injuries to hands, arms, shoulders and necks. While there is no single "correct" posture or arrangement of components that will fit everyone, there are basic guidelines to consider when setting up a computer workstation, purchasing equipment for a workstation and performing computer-related tasks; these are covered in "OSHA's Computer Station etool":

(www.osha.gov/SLTC/etools/computerworkstations/index.html)

However, here are some ergonomically friendly, quick tips to follow:

1. Use a good chair, with adjustable height and backrest and allows to seat back comfortably for lower back support.

2. No glare on screen, use anti-glare screen and/or position monitor to minimize or eliminate glare.

3. Top of monitor screen positioned at or below eye level and directly in front of user.

4. Use a document holder that is in-line with computer screen and is stable and large enough to hold documents.

5. Keyboard and keyboard/input device (i.e. track ball or mouse) holder is stable and large enough to accommodate keyboard and input device.

6. Input device positioned next to keyboard and operated without reaching.

7. Keyboard and input devices positioned directly in front of user.

8. Maintain neutral working postures:

    a. Head, neck and trunk faced forward (i.e no twisting).

    b. Head, neck upright or in-line with torso.

    c. Trunk is perpendicular to the floor.

    d. Shoulder and upper arms are relaxed and perpendicular to the floor.

    e. Upper arms and elbows are close to the body.

    f. Forearms positioned about 90 degrees to the upper arm.

    g. Wrist and hand straight .

    h. Thighs parallel to floor and lower legs perpendicular to floor.

    i. Feet flat on the floor or footrest.

9. Take frequent short breaks from repetitive tasks.

10. Alternate work tasks, incorporating non-computer tasks into the workday.