

Safety Checklist: Working With Computers

Computers are becoming workplace necessities, regardless of the occupation. They may seem harmless, but in fact, used incorrectly, computers can cause physical damage. Be sure to adjust your work station to a comfortable position and take regular breaks from work. Stretch and change position regularly to help reduce tiredness and prevent pains in your hands, wrists, arms, neck, shoulders or back. It is also important to view the screen comfortably. Here is a checklist of points to be aware of when you use monitors:

- Is the screen clear and readable, and without flicker?
- Is the screen free from glare and reflections?
- Are the brightness and contrast controls properly adjusted to prevent eyestrain?
- Is there suitable lighting so you can see and read fine detail on the screen?
- Is the keyboard placed in the right position to allow you to work comfortably?
- Are the screen and computer clean, free from dust and dirt?
- Can the chair be adjusted to the right height so you can work comfortably?
- Do you have enough space in general to move freely between the work on the desk and the monitor?