

TOOL BOX TALKS

Computer User Ergonomics

Computers are in use in just about all companies nowadays. IT's difficult to find a desk without a computer now. All computer users should think about their safety, and how to avoid potential problems associated with long-term computer use. Long term computer use could potentially cause health issues. Computer use can and does cause short-term problems like blurred vision, neck pain, finger and hand pain as well as lower back pain. Review these safety tips with computer users.

WORKSAFE TIPS

SIMPLE STRETCHING EXERCISES

- Drink water.
- Sugar and caffeine are diuretics – they force water from the body.
- Employees are encouraged to stretch before and during work.

Diagonal Neck Stretch

1. Turn head slightly and then look down, as if looking in your pocket.
2. Hold for 15 seconds.
3. Relax.
4. Repeat three times on each side.

Shoulder Shrug

1. Slowly bring shoulders up to the ears and hold for approximately three seconds.
2. Rotate shoulders back and down.
3. Repeat ten times.

Executive Stretch

1. While sitting, lock hands behind head.
2. Bring elbows back as far as possible.
3. Inhale deeply while leaning back and stretching.
4. Hold for 20 seconds.
5. Exhale and relax.
6. Repeat one time.

Foot Rotation

1. While sitting, slowly rotate each foot from the ankle.
2. Rotate three times in one direction, then three times in the opposite direction.
3. Relax.
4. Repeat one time.

THE 20 / 20 / 20 RULE

- Every 20 minutes, take 20 seconds to look at an object 20 feet away.
- This simple exercise stretches the muscles in the eye, reducing the effects of eyestrain.

DESK EVALUATION

- Monitor is directly in front of the user.
- Keyboard is directly in front of the user.
- Mouse is located to the immediate left or right of the keyboard.
- Monitor is located within 18-to-24-inches of the eyes.
- Monitor is positioned so the top 1/3 of the screen is above eye level.
- Monitor brightness is adjusted – not too bright.
- All keys on the keyboard function.
- Mouse functions correctly and accurately.
- Chair is adjusted and allows the users feet to rest comfortably on floor or foot rest.
- Chair is adjustable & supports lumbar back.
- If the lumbar back is not supported sufficiently, a towel roll or small pillow is used to supplement.
- Chair rolls easily.
- User has been trained to manipulate chair controls and can make self adjustments.
- Wrists and forearms do not rest on the sharp leading edge of the computer workstation during work.
- For data entry personnel, a document holder is provided.
- Rest brakes are encouraged.
- Drinking water fountains are provided.
- Employees are encouraged to get fresh air during breaks.



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888.499.SAFE (7233)