

Port Macquarie Seniors Computer Group Inc

Operations Manual

Chapter 2

Guidelines for the Safe Use of Computer

Ergonomics and safe use of computer equipment.

Members should prevent injury to themselves or others due to improperly set up equipment or by physical overuse. Members are advised to follow the guidelines which have been obtained from the following NSW Government website: <http://www.hnehealth.nsw.gov.au/>

“Computer Ergonomics

There are a number of precautions that should be taken in the selection, installation, operation and maintenance of computers to ensure the risk of strains and overuse injuries to the user is minimised.

Work station Setup

- Adjust the brightness and contrast controls of your screen for easy viewing. The display should be bright and clear, without flicker or distortion.
- Make sure there is no glare or reflection on your screen
- Control glare at the source, for example by using blinds or tinted windows.
- Use an antiglare screen if necessary
- Adjust your screen so its top is level with your eyes
- Hands and lower arms should be parallel to the desk. Use a wrist rest if the keyboard is over 4cm high at the front edge.
- Upper arms should be vertical.
- Make sure your chair is fully and easily adjustable. Feet should be flat on the floor or a footstool.

Mouse Design and Operation

- Hand should be in a relaxed position over the mouse
- The mouse should be placed right next to your keyboard
- Allow wrist to glide across the mouse pad surface; don't just move the wrist joint to move the mouse
- Allow fingers to rest over the mouse. Do not hold fingers above the buttons ready to strike.
- Take hand off the mouse every 5 to 10 minutes and stretch your arms and shake your fingers
- Beware of over-reaching. Keep your mouse close.

Good Keyboarding Techniques

- Touch the keys softly.
- Do not bend hands up or down at the wrist, or rest your wrists on the edge of the desk.
- Use all fingers. Keep hands and fingers relaxed.
- When not typing, rest hands and wrist in the lap.
- Work with shoulders relaxed and elbows in.
- Sit upright and well back in the chair, with the backrest supporting the small of your back.
- Pace yourself.
- Take frequent breaks to avoid fatigue and discomfort
- Exercise regularly. This can be done at the keyboard, or by moving around and relaxing

Suggested Exercises:

Neck

- turn your head slowly to the left for 3 seconds, then to the right for 3 seconds
- Return your head to the centre slowly
- Repeat 3 times
- Repeat moving your head up and down very gently, three times.

Hands and Wrists

- Stretch your arms out at the sides, palms down
- Rotate your hands so that the palms face up
- Rotate your hands right around in the other direction until your palms face up
- Repeat three times.
- Spread fingers wide
- Hold for 5 counts and release
- Repeat 3 times

Upper Back and Shoulders

- circle shoulders forward and backward
- Repeat 10x each direction
- Move arms overhead in climbing motion
- Repeat 10x each side

Lower Back

- Stand with hand supporting lower back
- Gently arch your back
- Hold 5 counts and repeat as needed"

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