

Health & Safety with Computers

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Safe Computer Use

While you are using a computer it is important that you are comfortable and consider pointers that will [reduce](#) your chances of getting OOS (occupational overuse syndrome) or RSI (repetitive strain injury).

Body positions

There is more than one good body position so find one that works for you. Here are some general guidelines:

- Keep the hollow in the base of your spine well-supported
- Face straight onto your work
- Loosen your shoulders
- Have your elbows loose at your side
- Keep your wrists straight
- Look down by pivoting your head about the joint at the top of your neck
- Experiment with different backrest angles
- Don't slump forward
- Change your position often
- Do some limbering up movements
- Keep your thighs above horizontal
- Keep your knees and ankles open (90° or more)
- Keep your feet well supported (don't let them dangle) flat on the floor

Adjust the backrest angle

Think about your shoulders

- Are they low and relaxed?

Think about your elbows

- Are they loose at your sides?

Adjust the position of your keyboard / mouse

Your keyboard shouldn't be too far away (a space of 50mm between the desk edge and keyboard). Your mouse should be placed where you don't need to reach for it when you take your hand from the keyboard.

Adjust the position of your screen

This varies from person to person but should be in a range from about 450-800mm.

Bookholders

For ease of reading you might like to place your workbooks on a bookholder.

How to prevent eye strain

- Take micropauses (a 5-10 second break every three minutes or so)
- Take a break every hour for 10 minutes
- Use the buttons at the bottom of your screen to adjust brightness and contrast on your screen
- Reduce glare
- Blink often
- Look out the window at a distance scene
- If you have doubts about your eyes, visit an optometrist