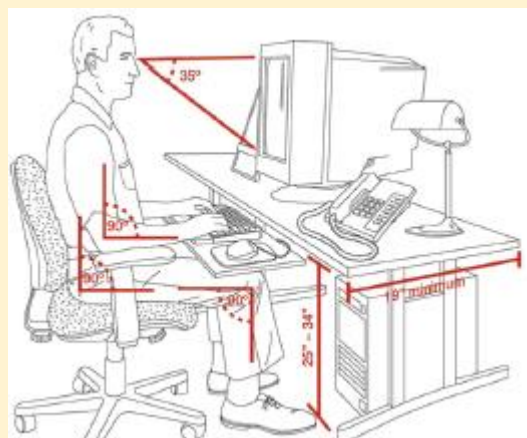


# Computer Usage



## Work Area Tips

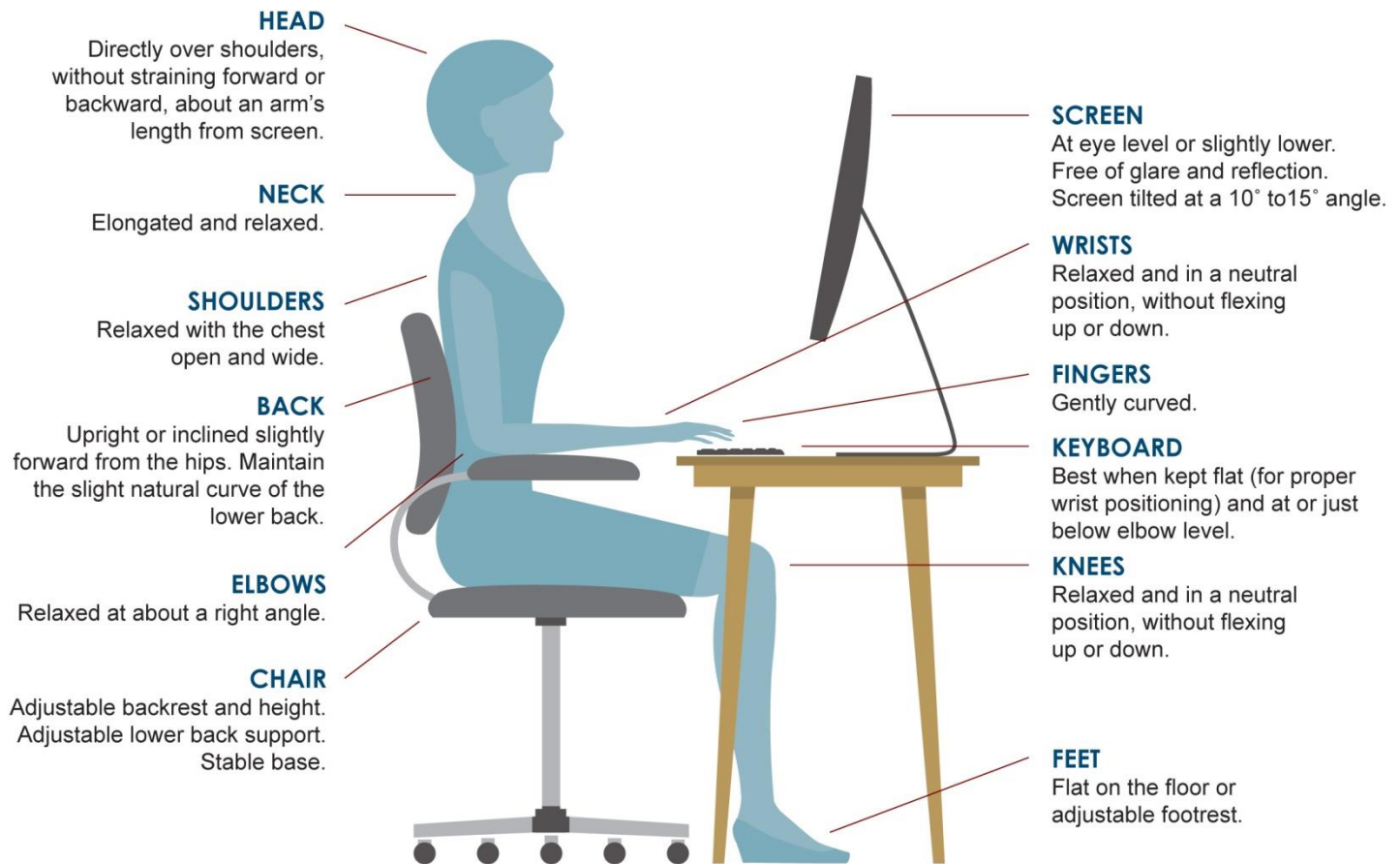
- Position correctly.
- Support your back.
- Relax your shoulders.
- Minimize glare.



**Report early warning signs immediately!**

# Ergonomic Computer Workstation

Use this diagram to perform a basic evaluation of your workstation, and make adjustments that are necessary to achieve a correct neutral posture.



Slouching, leaning, and bending in a chair can lead to discomfort and long-term pain. It is a good habit to take stretch and micro breaks throughout the workday (every 30 to 60 minutes).



# Computer Workstation Ergonomics

# Computer Usage

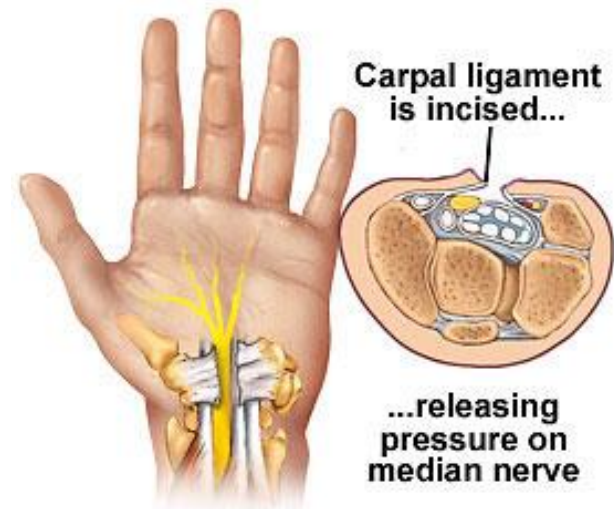


# Objectives

- Learn common injuries.
- Review work area tips.
- Recognize early warning signs.
- Minimize static positions.

# Common Injuries

- Carpal tunnel syndrome (CTS)
  - When lining around tendons is inflamed, there is less space for the nerve and it becomes compressed
- Eyestrain
- Shoulder tension
- Headaches

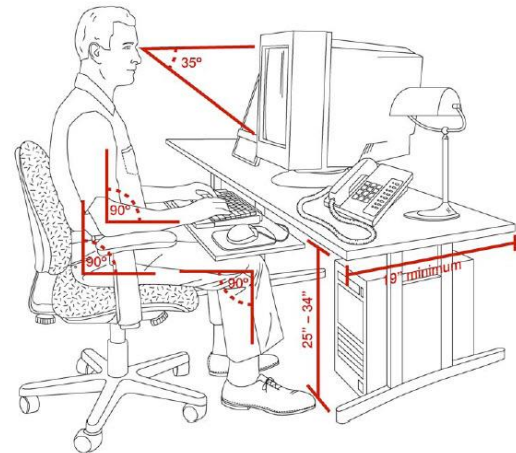


# Key Concepts

- Neutral posture (good)
  - A halfway zone between a person's ability to flex and extend a particular muscle
  - Comfortable working posture that reduces the risk of musculoskeletal disorders
- Static positions (bad)
  - A working position with no motion
  - Muscles become fatigued when blood flow is reduced

# Work Area Tips

- Position top of monitor at or just below eye level.
- Align head and neck with torso.
- Relax shoulders; align wrists and hands with forearms.
- Support your lower back.
- Place feet flat on floor or on footrest.
- Arrange desk to minimize glare from lights or windows.
- Take short breaks.



# Chair

- Choose a chair with maximum adjustments and simple controls.
  - Height
  - Seat depth
  - Seat angle
  - Lumbar support
  - Arm rests
  - Tilt



# Chair Neutral Positions

- Sitting
  - Head balanced naturally over shoulders (not protruding in front of body)
  - Shoulders relaxed, not hunched
  - Forearms and thighs parallel to the floor, at a 90° angle to upper arms and lower legs

# Early Warning Signs

- Recognize early warning signs that could turn small problems into serious injuries.
  - Numbness or burning sensation in hands
  - Swelling, stiffness, or reduced grip strength in hands
  - Pain in wrists, forearms, elbows, neck, or back



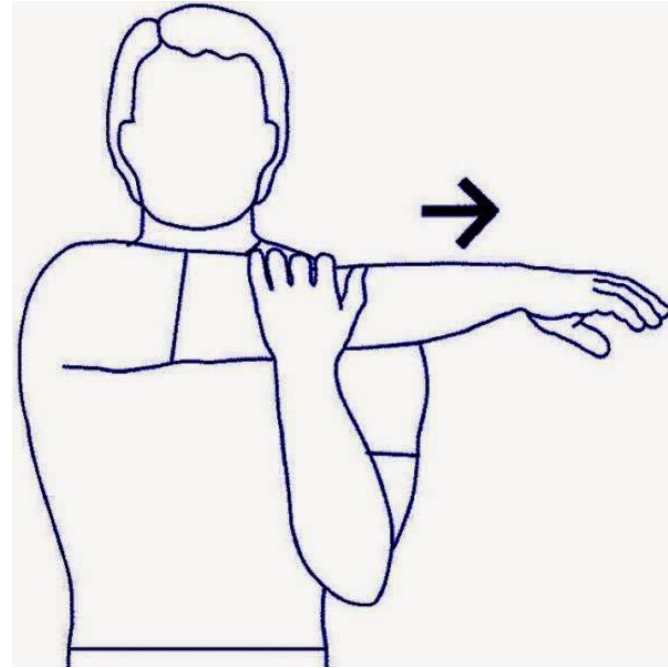
# Lighting and Vision

- Improper lighting can cause problems with eye strain, headaches, and general fatigue.
  - Alter the position of the monitor to avoid glare and reflection on the screen.
  - Rest your eyes periodically.
  - Include some eye exercises in your regular stretching regime.



# Minimizing Static Positions

- Change positions frequently.
- Take breaks from repetitive tasks to work with other equipment and muscles.
- Exercise.



# Computer Usage

- Appropriate keyboard placement
- Appropriate mouse placement and use
- No cradling the phone with your neck
- Eye rest breaks
- Short frequent breaks
- Correct chair adjustments
- Vary tasks
- Pace yourself



# Incident Reporting

- What information should be obtained?
  - Complete an incident report (IR).
    - Who, what, where, when, how, why
    - Teacher/Principal response to the incident (i.e., actions taken)
    - Description of the incident from other employees' perspective
    - Description of the surroundings, including weather conditions
    - Circumstances preceding the accident
  - Take pictures, if camera is available.
  - Submit IR to Claims Administrator.



# Summary

- ☑ Learn common injuries.
- ☑ Review work area tips
- ☑ Recognize early warning signs.
- ☑ Minimize static positions.



# Computer Usage

# Computer Usage - Quiz



- 1) Which is a common injury or illness associated with computer usage?
  - a. Headaches
  - b. Backache
  - c. Shoulder pain
  - d. Both a and c
  - e. a, b, and c
  
- 2) A \_\_\_\_\_ position is a working position with little motion.
  - a. Neutral
  - b. Static
  - c. Flexible
  - d. Stable
  
- 3) When sitting at your workstation, it is acceptable for your feet to not reach the floor.
  - a. True
  - b. False
  
- 4) All of the following are early warning signs of potential injuries from improper positioning during computer use EXCEPT:
  - a. Pain in the ankle or foot
  - b. Numbness in the hands
  - c. Pain in the wrist or forearms
  - d. Pain in the neck
  
- 5) Which is a solution in managing static positions?
  - a. Exercise
  - b. Stretching
  - c. Working through discomfort
  - d. Both a and b

Answers:

- 1) D
- 2) B
- 3) B
- 4) A
- 5) D