

# Computer User Ergonomics Workplace Safety

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.

## Tool Box 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

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

### SHOULDER SHRUG

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

### EXECUTIVE STRETCH

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

### FOOT ROTATION

- While sitting, slowly rotate each foot from the ankle.
- Rotate three times in one direction, then three times in the opposite direction.
- Relax.
- 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, and 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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