

# Health & Safety

## Tips for Safe Computer Use

There is a great deal of information on the World Wide Web about how to use the computer in a safe way. Here is a selection of important factors to consider in order to keep yourself, and other computer users, happy and safe. This is a short list of points that need your attention. This list is not complete!

### Equipment

- ◆ The position of the equipment needs to be carefully adjusted to the user. This includes: chair, keyboard, mouse and monitor.
- ◆ The user needs to be able to touch the ground with the feet, to sit straight and with the forearms level or slightly downwards sloping.

### Eyes

- ◆ Take eye-breaks every 10 minutes by looking away from the screen into the distance. Don't forget to blink your eyes!
- ◆ If you have problems reading the text, increase the size of your text instead of leaning over to read what is written.

### Working and Relaxing

- ◆ RELAX!!! your shoulders and hands while working.
- ◆ Take microbreaks every 5-10 minutes and stretch regularly.
- ◆ Take a small walk or stretching-break preferably every hour.
- ◆ If you don't use the mouse or if you are not typing, relax your hands in your lap.
- ◆ If you forget to take breaks, you can install software that will remind you to take them.
- ◆ Change your activities. Don't sit the whole time in a rigid position!
- ◆ Keep your hands and arms warm. Cold muscles and tendons are at greater risk for overuse injuries!

### Mouse

- ◆ Move your mouse with your whole arm, don't just wiggle with your wrist.
- ◆ Don't squeeze the mouse but hold it lightly and place it close to the keyboard so you don't have to reach to use it.

### Typing

- ◆ Learn to type with 10 fingers! This saves a lot of time and frustration in the long run and also reduces the strain on your fingers and wrists. (However, there is also information stating that 'pokers' (people who use only a few fingers to type) are in less risk concerning OOS.
- ◆ Do not hit the keys as if you are hammering them, touch them lightly.

### Taking Breaks

- ◆ Don't use the computer for too many hours in a row!
- ◆ Spread your computer use over the week and take regular breaks.
- ◆ Listen to the signals your body is sending! Pain should not be ignored but should be taken seriously in order to prevent possible damage.