Job Task

Computer and Telephone Use/ Work Station Setup

Hazard Review

Eyestrain, shoulder, neck, and back problems, carpal tunnel syndrome, headaches

1. Move the monitor away from sources of glare or direct light.
2. Tip the monitor slightly downward.
3. Use diffusers on overhead lighting.
4. Clean the monitor screen on a regular basis.
5. Position the monitor directly in front of the user.
6. Adjust the height of the monitor such that the top of the screen is at eye level.
7. Adjust the height of the keyboard such that the fingers rest on the keyboard home row when the arm is to the side, elbow at 90 degrees, and the wrist straight.
8. Place your mouse (or other pointing device) on a surface close to and at the same height as your keyboard.
9. Avoid cradling the telephone between the head and shoulder. Hold the phone with your hand. Use the speakerphone, or a headset.
10. Keep frequently used items like the telephone, reference materials, and pens/pencils within easy reach.
11. Place reference documents on a document holder close to the screen and at the same distance from the eye.
12. Move between different postures regularly.
13. Take mini-breaks to rest the eyes and muscles. A break does not have to be a stop of work duties. However, it should be a different style of physical activity such as changing from keyboarding to using the telephone or filing.