

COMPUTER WORKSTATION Ergonomics Checklist

Ergonomics: the scientific study of the efficiency of people in their working environment.

The goal: to make work more comfortable and improve both health and productivity.



POSTURE

Maintain proper posture, paying particular attention to positioning of the;

- Head - keep in an upright position, even while on the telephone.
- Neck & Spine - keep straight, using the chair's backrest to support the lower back.
- Arms & Wrists - keep in a straight line while key boarding.
- Hips & Thighs - maintain an angle of 90' or greater at the hips.
- Legs & Feet- maintain an angle of 90' or greater at the knees, keep feet flat on the ground or on a foot rest.

ACTIVITY

- Alternate between different postures on a regular basis.
- When keyboarding, use minimum force while striking the keys.
- Avoid awkward reaching for work tools like the telephone, mouse and reference materials.
- Avoid resting elbows, forearms or wrists on hard surfaces or sharp edges.

- Take frequent short breaks throughout the day to give muscles and joints a chance to rest and recover.
- Alternate between work activities which use different muscles groups to avoid stressed muscles.
- Give your eyes a break by closing them momentarily, gazing at a distant object and blinking frequently.

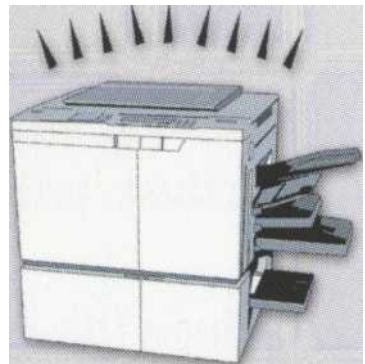
EXERCISE

- Proper physical exercises is essential to a complete office ergonomics programme.
- Consult a health care professional to select appropriate exercises.



NOISE

- Position fabric partitions to reduce noise from conversations and equipment like printers and copiers.



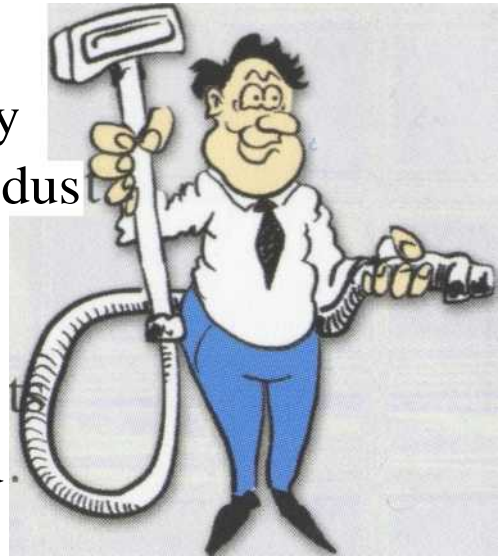
LIGHTING

- Maintain appropriate light levels for specific tasks, e.g. Use a task light to read documents.
- Adjust the contrast and brightness of the computer screen to a comfortable level.
- Reduce or eliminate glare by using window shades, diffusers on overhead lighting and anti-glare filters for computers.



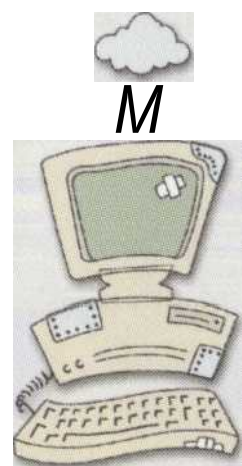
AIR

- Clean the computer screen and other surfaces regularly to prevent the build-up of dust.
- Use a portable air cleaner to reduce airborne pollutants like dust, pollen and mould.
- Reduce the amount of dust accumulating on items such as your desk, papers and files by dusting regularly.



WORK STYLE

- Reduce stress by planning ahead and setting realistic expectations for what you can accomplish during the course of the day.
- Vary tasks to make the day more interesting; for instance, deliver a message in person instead of phoning.
- Acknowledge ideas and accomplishments of co-workers on a regular basis.
- Avoid feeling swamped; organise your work load to even out busy and slow times.



- Avoid long periods of repetitive activity that can become mind-numbing. This can be done by alternating your tasks at even intervals.

ORGANISATION

Organise equipment, supplies and furniture in the most efficient manner for daily tasks.

- Develop stress reduction and relaxation techniques that work for you.
- Enhance privacy by using office partitions and privacy filters for computer screens or documents.
- Personalise your office with a few personal or favourite items.

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