



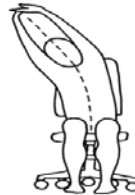
PAUSE

ONE OF THE RISKS ASSOCIATED WITH PROLONGED COMPUTER USE IS LACK OF MOVEMENT. IF YOU HAVE MULTIPLE TASKS TO PERFORM AND YOUR WORK CHANGES OR IF YOU GET INTERRUPTED FREQUENTLY, YOU MIGHT BE MOVING SUFFICIENTLY.

IF NOT, YOU NEED TO CREATE INTERRUPTIONS FOR YOURSELF, SUCH AS...

- SHORT TASK BREAKS OF ABOUT 60 SECONDS ARE SUGGESTED EVERY 20-30 MINUTES. DURING THAT TIME, TAKE YOUR EYES OFF THE COMPUTER SCREEN AND GET OUT OF THE CHAIR.
- TAKE A SHORT WALK OR DO SOME STRETCHES.
- TAKE LUNCH AWAY FROM THE DESK.

TRY A STRETCH...



LIFT THE ARMS HIGH



PINCH THE SHOULDERS



SHRUG YOUR SHOULDERS UP & DOWN

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COMPUTER ERGONOMICS

Self-Assessment



MAXIMIZE YOUR
COMFORT:
Prepare, Position,
Perform, Pause

PREPARE

WHEN YOU FIRST GET TO YOUR OFFICE, TAKE A MOMENT TO POWER UP, GATHER, AND PLACE THE ITEMS YOU WILL NEED FOR YOUR WORK. CHECK YOUR CHAIR TO MAKE SURE THE HEIGHT IS RIGHT AND HASN'T BEEN MOVED SINCE THE PREVIOUS DAY. THE CUSHION HEIGHT SHOULD BE ABOUT THE LEVEL OF YOUR KNEE CAP.



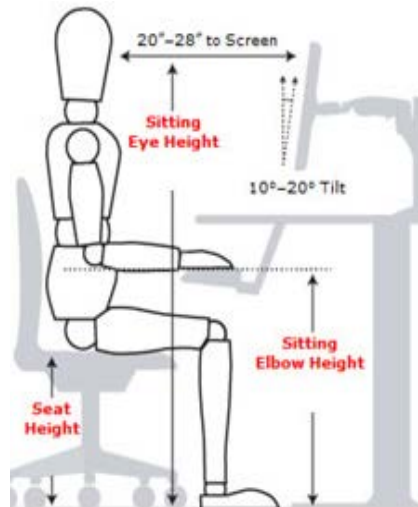
THAT WILL ESTABLISH A GOOD SITTING HEIGHT FOR YOU.



FAMILIARIZE YOURSELF WITH TILT, BACKREST, AND OTHER CHAIR ADJUSTMENTS FOR MAXIMUM COMFORT.

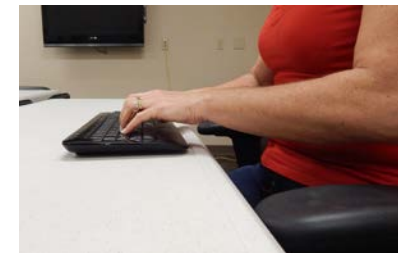
POSITION

WHEN YOU POSITION YOURSELF IN FRONT OF A COMPUTER, TRY TO LINE THE COMPONENTS UP WITH THE CORRESPONDING BODY PART. IN THE DIAGRAM BELOW YOU CAN SEE THAT THE EYES OR THE TOP OF THE EAR ARE ABOUT LEVEL WITH THE TOP OF THE MONITOR SCREEN. THE ELBOWS ARE ABOUT LEVEL WITH THE KEYBOARD AND MOUSE. ANY OTHER TOOLS THAT ARE USED SUCH AS WRITING TOOLS, PHONES, OR FILES SHOULD BE PLACED AS CLOSE AS POSSIBLE TO MINIMIZE REACHING. IT IS BEST TO ACCOMPLISH THIS BY ADJUSTING THE HEIGHT OF YOUR COMPUTER COMPONENTS TO FIT YOUR UNIQUE BODY DIMENSIONS.



PERFORM

WHEN YOU TYPE, CENTER THE 'G-H' KEYS ON THE KEYBOARD WITH THE MIDLINE OF YOUR BODY. THE WRISTS SHOULD BE IN A STRAIGHT AND COMFORTABLE POSITION WITH THE FINGERS GENTLY CURVED.



WHEN YOU MOUSE. PLACE THE PALM OF THE HAND ON THE MOUSE AND LET THE FINGERS RELAX FLAT ON THE BUTTONS. THE FINGERTIPS WILL EXTEND BEYOND THE MOUSE BUTTONS. THIS WILL FEEL COUNTER-INTUITIVE TO MOST PEOPLE BUT IT WILL ALIGN THE WRIST IN A MORE NEUTRAL POSITION.

