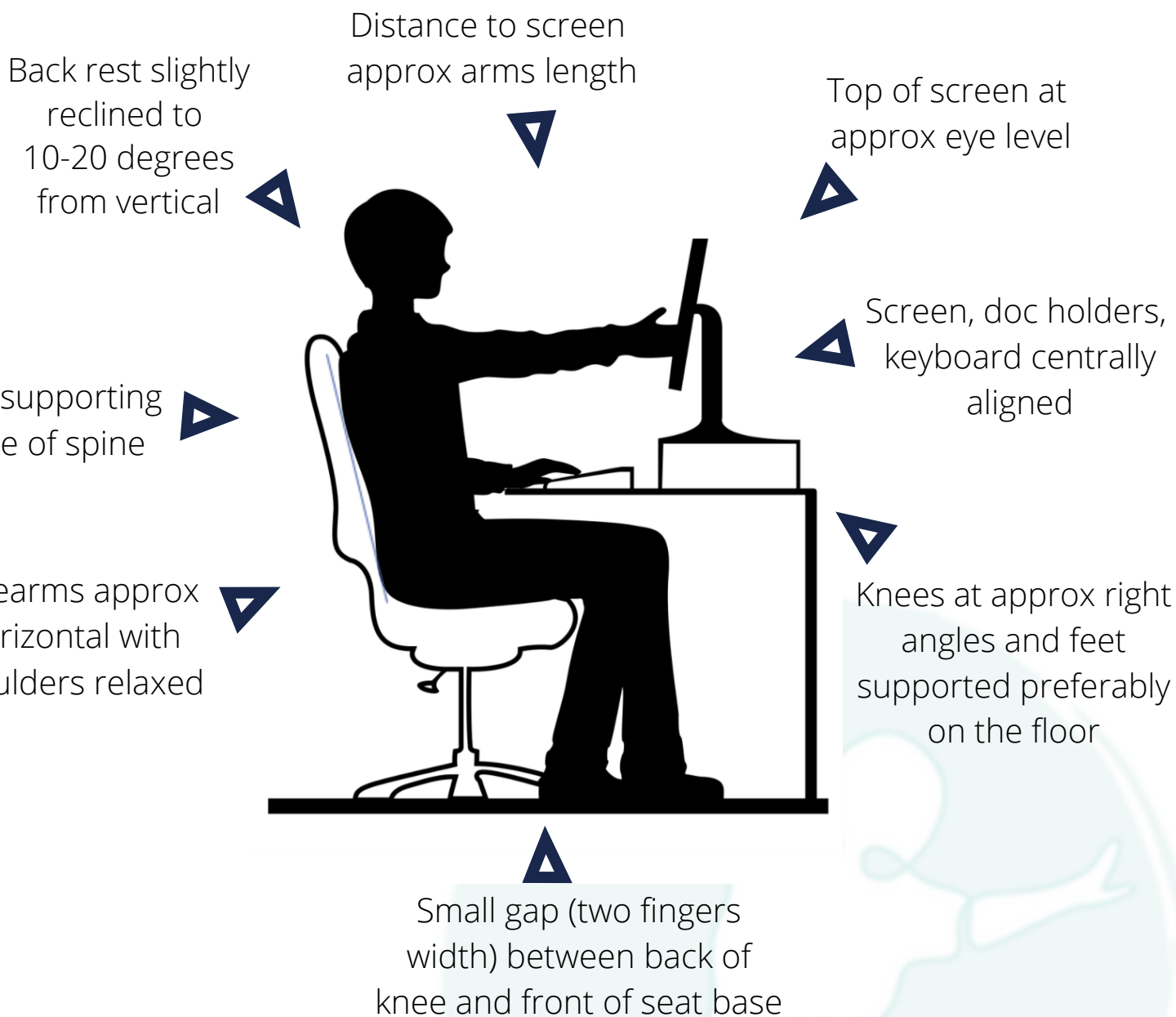




COMPUTER/SITTING STATION SETUP





CHECKLIST

Take breaks

- Take appropriate breaks to ensure repetitive actions are not continued for long periods.
- Breaks involve stretching and changing of posture, and possibly alternating activity.
- Check you have a comfortable posture.

The work environment

- Check the level of illumination and location of lighting fixtures are suited to the activity. Lighting level should be sufficient for visual tasks to be completed without eyestrain. Greater illumination is generally needed for very fine visual tasks. Natural and artificial light sources should not create glare via reflection on the computer screen or working surface.
- Check walkways are clear of clutter and trip hazards such as trailing electrical cords.
- Check there is suitable storage for documents and books.

Work practices

- Take breaks every 30 minutes of keyboarding and stand at least once per hour.
- Keep wrists upright while typing and make sure they are not supported on any surface while typing.
- Sitting posture is upright or slightly reclined, maintaining slight hollow in lower back.
- Use your hand to hold telephone receiver or wear a headset (no cradling).
- Break up long periods of continuous computer use by performing other tasks.

See also, "Stretches for Office Workers", for appropriate stretches to complete throughout your working day.