

Picture of task/equipment:	Task:	USING COMPUTER WORKSTATIONS
	Name of Shop or Dept:	
	Job Title(s):	
	Analyzed by:	
	Date:	
Required PPE:		
<ol style="list-style-type: none"> 1. Adjustable Keyboard 2. Glass Glare Filter 		
Required/Recommended Trainings:		
<ol style="list-style-type: none"> 1. Bruin Safety Training 2. Lab Safety Training 		
TASK	HAZARDS	CONTROLS
1. Prolonged use of a computer keyboard and/or mouse	<p>1a. Muscle aches and discomfort due to awkward posture and force/pressure from excessive typing</p> <p>1b. Eye strain</p>	<p>1a1. Maintain good posture when working. Sit all the way back in the chair against the backrest. Keep knees equal to, or lower than your hips with your feet supported.</p> <p>1a2. Keep elbows in a slightly open angle (100 to 110 degrees) with your wrists in a straight position. A negative tilt (front of the keyboard higher than the back) helps when working in upright sitting positions. If you recline, a positive tilt might be necessary.</p> <p>1a3. Avoid overreaching. Keep the mouse & keyboard w/in close reach. Center the monitor in front of your at arm's length.</p> <p>1a4. Keep wrists straight and hands relaxed. Hit keyboard keys with light force. Limit repetitive motions.</p> <p>1b1. Customize computer settings to maximize comfort & efficiency. Reduce glare by using an optical glass filter when necessary.</p> <p>1b2. Reduce glare by placing monitor away from bright lights and windows, using an optical glass filter when necessary.</p> <p>1b3. Take visual breaks. Take 1 or 2 minute breaks every 20-30 minutes and 5 minute breaks every hour. Every few hours, try to get up and move around.</p>