Preventing Injuries at Computer Workstations

Repetition, awkward posture, high force levels and eye strain can lead to discomfort and injury when using a computer. Here are some ways to reduce your risk exposure:

Repetition:

- Alternate tasks
- Share tasks with coworkers
- Take frequent breaks from keying/or mousing
- Reduce or eliminate unnecessary work

Awkward Posture

- Sit supported against the back of your chair
- Avoid bending or twisting your neck or trunk
- Keep shoulders relaxed and arms close by sides when working
- Keep wrists in a straight or neutral position when keying or mousing
- Keep fingers in a relaxed position when keying or using the mouse
- Keep work materials within close reach
- Use a telephone headset for frequent/prolonged phone use
- Change positions/tasks frequently

Force/Pressure

- Key with a light touch
- Avoid prolonged or excessive grasping of the mouse
- Use larger diameter pens to reduce grip when writing
- Use electric stapler for large stapling jobs
- Select a chair with adequate padding
- Avoid resting elbows and wrists on sharp or hard edges and surfaces

Eye Strain

- Reduce glare on your computer screen by adjusting it's placement and tilt, using a glare guard or using window blinds and light filters
- Rest eyes intermittently by focusing on distant objects
- Take visual breaks
- Blink often when viewing the monitor
- Wear appropriate corrective lens for computer work
- Adjust the font, flicker and contrast of your monitor screen