

Picture of task/equipment:	Task:	USING COMPUTER WORKSTATIONS
	Name of Shop or Dept:	
	Job Title(s):	
	Analyzed by:	
	Date:	

Required PPE:

1. Adjustable Keyboard
2. Glass Glare Filter

Required/Recommended Trainings:

1. Bruin Safety Training
2. Lab Safety Training

TASK	HAZARDS	CONTROLS
1. Prolonged use of a computer keyboard and/or mouse	1a. Muscle aches and discomfort due to awkward posture and force/pressure from excessive typing 1b. Eye strain	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. 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. 1a3. Avoid overreaching. Keep the mouse & keyboard w/in close reach. Center the monitor in front of your at arm's length. 1a4. Keep wrists straight and hands relaxed. Hit keyboard keys with light force. Limit repetitive motions. 1b1. Customize computer settings to maximize comfort & efficiency. Reduce glare by using an optical glass filter when necessary. 1b2. Reduce glare by placing monitor away from bright lights and windows, using an optical glass filter when necessary. 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.