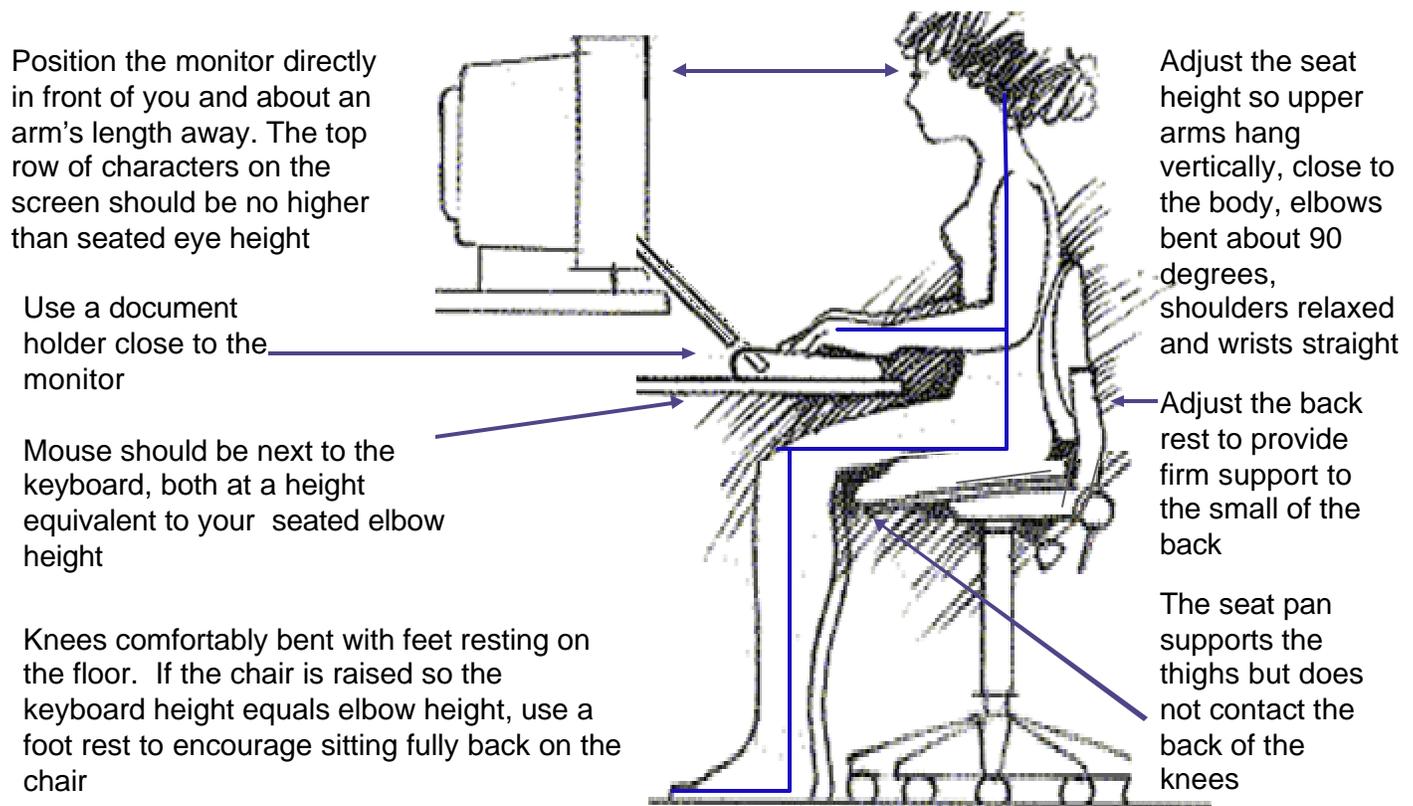


Thank you for participating in an ergonomic computer workstation assessment.

Ergonomics is the science of fitting the workplace to the worker to reduce the risk of injury. In order to reduce your risk of developing Work-related Musculoskeletal Disorders (WMSDs), it is important to use your computer in a neutral posture. This will help prevent soft tissue WMSDs, such as Carpal Tunnel Syndrome and Tendonitis. The following illustration is a guide to setting up your computer workstation. The neutral posture is the optimal body position, which provides the greatest strength and control and minimizes stress. Even a neutral posture can be fatiguing if held all day, therefore micro-changes in posture and stretching are recommended (see page 2).

For more information or to report pain or discomfort you feel is associated with your job, please contact your Supervisor or Safety Officer who can refer you as needed to the Industrial Hygienist and/or Occupational Health Provider / Clinic.

Neutral Posture for Computer Use



The information in the figure accommodates 90% of the population, special considerations may be necessary. Additional guidance can be found on the Navy Ergonomics Program Web Page <http://www.navfac.navy.mil/safety/site/ergo/ergonom.htm>

Tip: 1) Taking 20 second micro-breaks throughout the day to refocus your eyes will reduce fatigue at the end of the day. 20/20 rule: for every 20 minutes of work, rest the eyes 20 seconds

(Note: Page 1 and 2 are to be left with the employee)

TIME TO TAKE A COMPUTER BREAK

For every 20 minutes of computer use,
look at an object 20 feet away for
20 seconds. This reduces eyestrain.

Move your eyes side-to-side and
top to bottom. This helps moisten
your eyes and reduces eyestrain

Cup your eyes with your hands
and close your eyes. Do not put
any direct pressure on your eyes.
This relaxes your face and
moistens your eyes.

Rotate your ankle. This promotes
blood circulation in your legs.

While seated, elongate your back
by pretending there is a cable
attached to your head that is slowly
pulling upwards. This will promote
good posture and relieve some
low back pain.

Slowly pull your arms back as far as
you can, trying to touch your shoulder
blades together. This will reduce
upper back stress.

Close your eyes and gradually
lower your head. This relaxes
your eyes and neck.

Extend your arms and fingers
and rotate. This reduces stress
on the upper extremities.

With your arms at your sides,
shake your fingers. This
relaxes your arms, hands
and fingers.

Shrug your shoulders. This eliminates
stress from the shoulders and upper back.