

Name _____

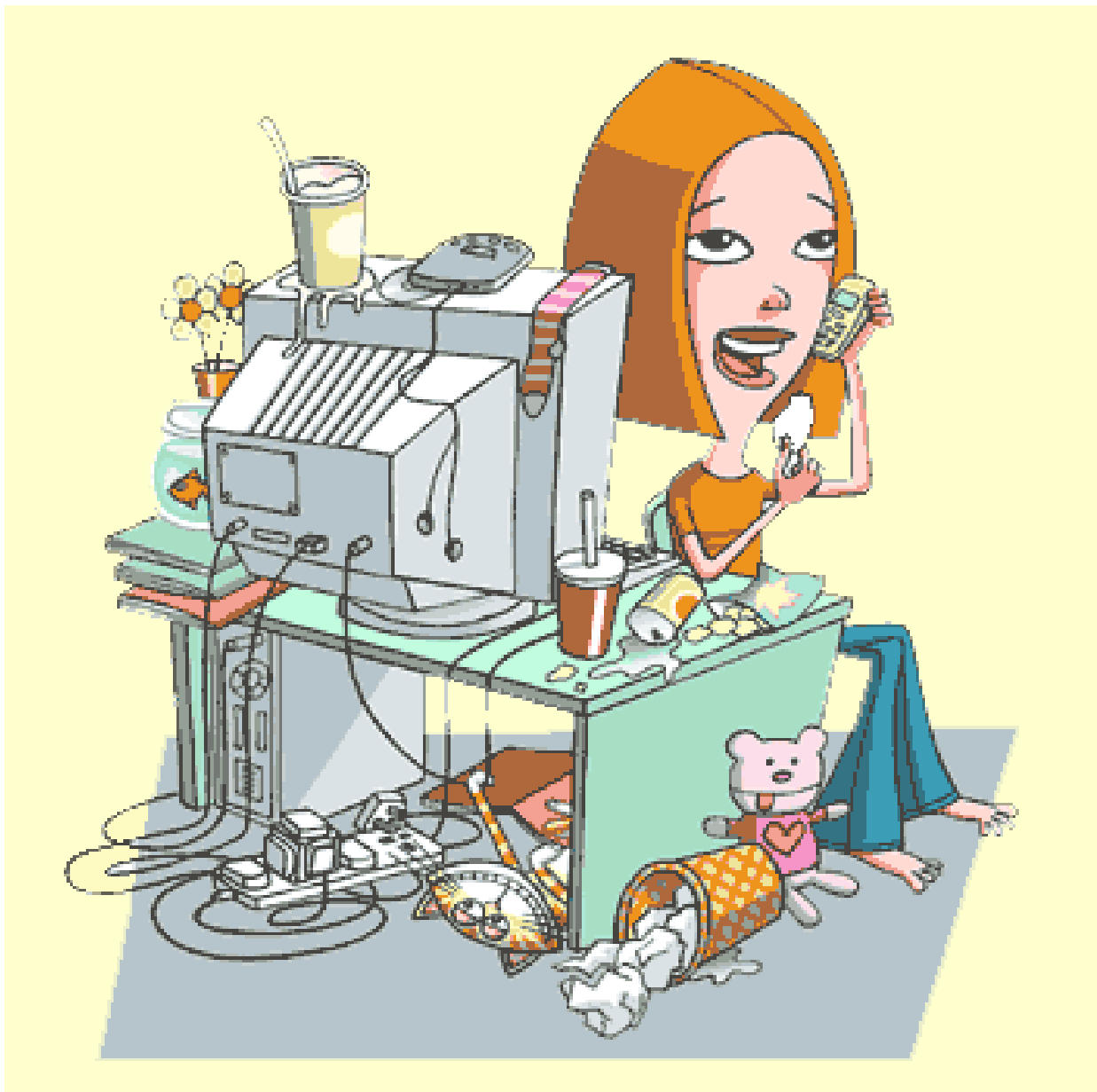
WORKSHEET 14 – HEALTH AND SAFETY; THE ENVIRONMENT

Make sure that you are familiar with all of the information detailed in this booklet. There are a number of tasks for you to carry out, be sure to read the information fully whilst completing the tasks. You could be asked about any of this in the test!

Use the theory notes in the worksheet 14 section of the teach-ict.com site to help you complete this booklet.

TASK 1: INTRODUCTION TO SAFETY AT WORK

Have a look at the picture below. Circle all of the things that you think could be a safety hazard when using the computer.



TASK 2: SAFETY AT WORK

European regulations exist to protect the health and safety of employees who use computers for a considerable part of their working day.

Use each of the words below just once in order to fill in the gaps in the text.

BLINDS	EYE	HORIZONTAL
TIED	ADJUSTABLE	EXIT
DEPTH	SAFETY	GLARE
ELECTRICAL	REFLECTION	TRAILING

Seating

Chairs with _____ height and back-rest are recommended. When seated correctly, the lower arms and thighs should be in a roughly _____ position while working at the keyboard.

Worktops

Matt worktops rather than glossy worktops, in a cream or beige colour are recommended in order to reduce _____.

Lighting

Windows should be fitted with non-reflective _____, preferably beige in colour. Consideration should be given to positioning of the screen away from light _____ and glare. The optimum position is at right angles to the source of natural light.

Screens

All new screens must be fitted with tilt and swivel stands. Sufficient room is needed for the screen to be moved back and forward. Ideally, the top of the screen should be at _____ level.

Power supply

Leads should preferably be in trunking above the height of the worktops or be safely _____. An adequate number of supply sockets should be provided to eliminate the

need for _____ wires. It is safer to switch the equipment off at the wall socket or room master switch rather than 'find' the switches at the rear of the machines. Mains plugs and leads must be checked for _____ once a year.

Fire precautions

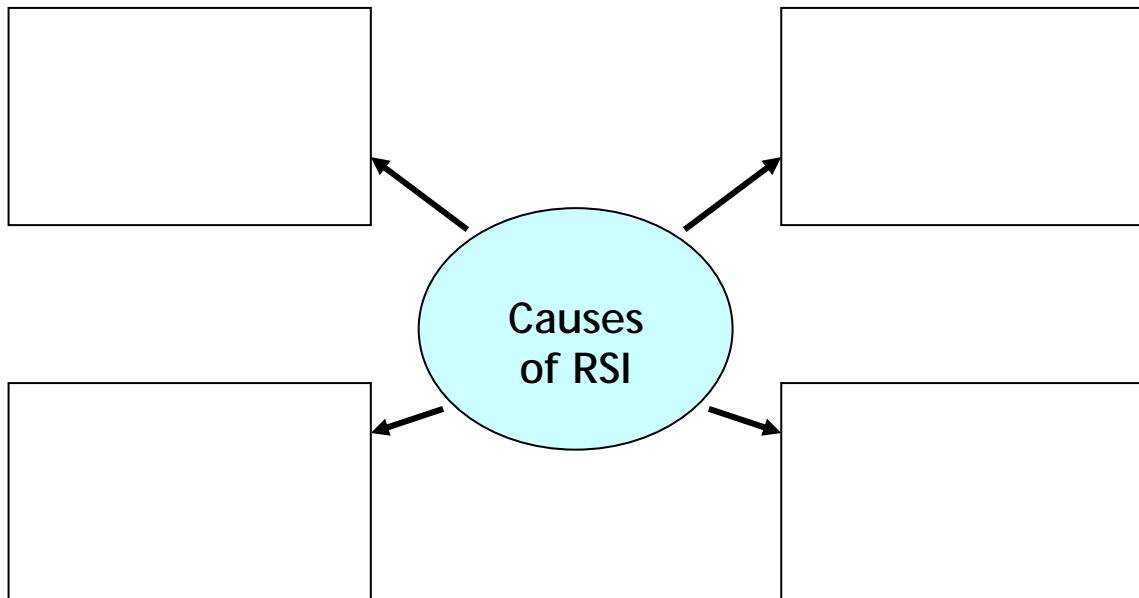
A fire extinguisher suitable for _____ fires (such as carbon dioxide) must be provided in all computer rooms. The location of the nearest fire _____ must be notified near the door in each room.

TASK 3: HEALTH AT WORK - RSI

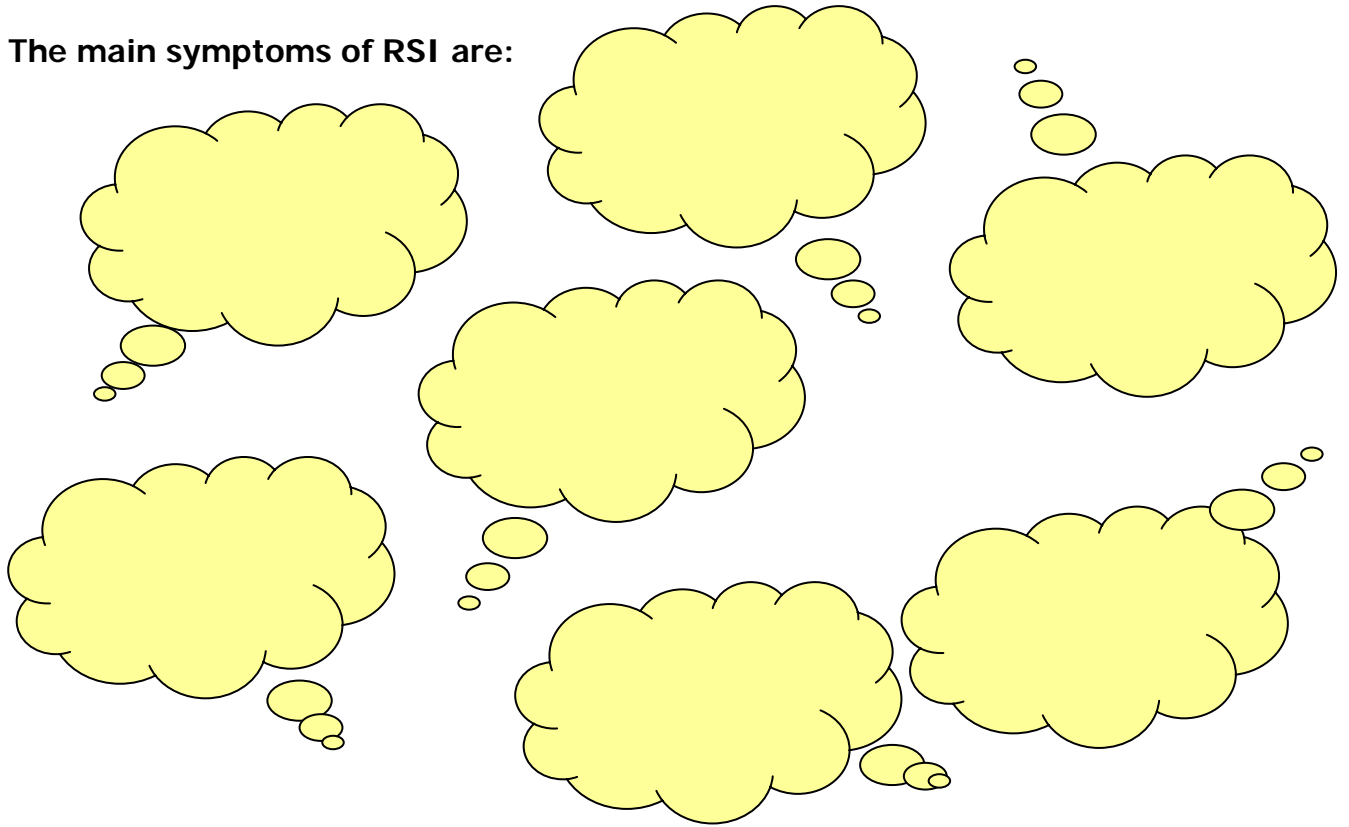
What do the initials 'RSI' stand for?

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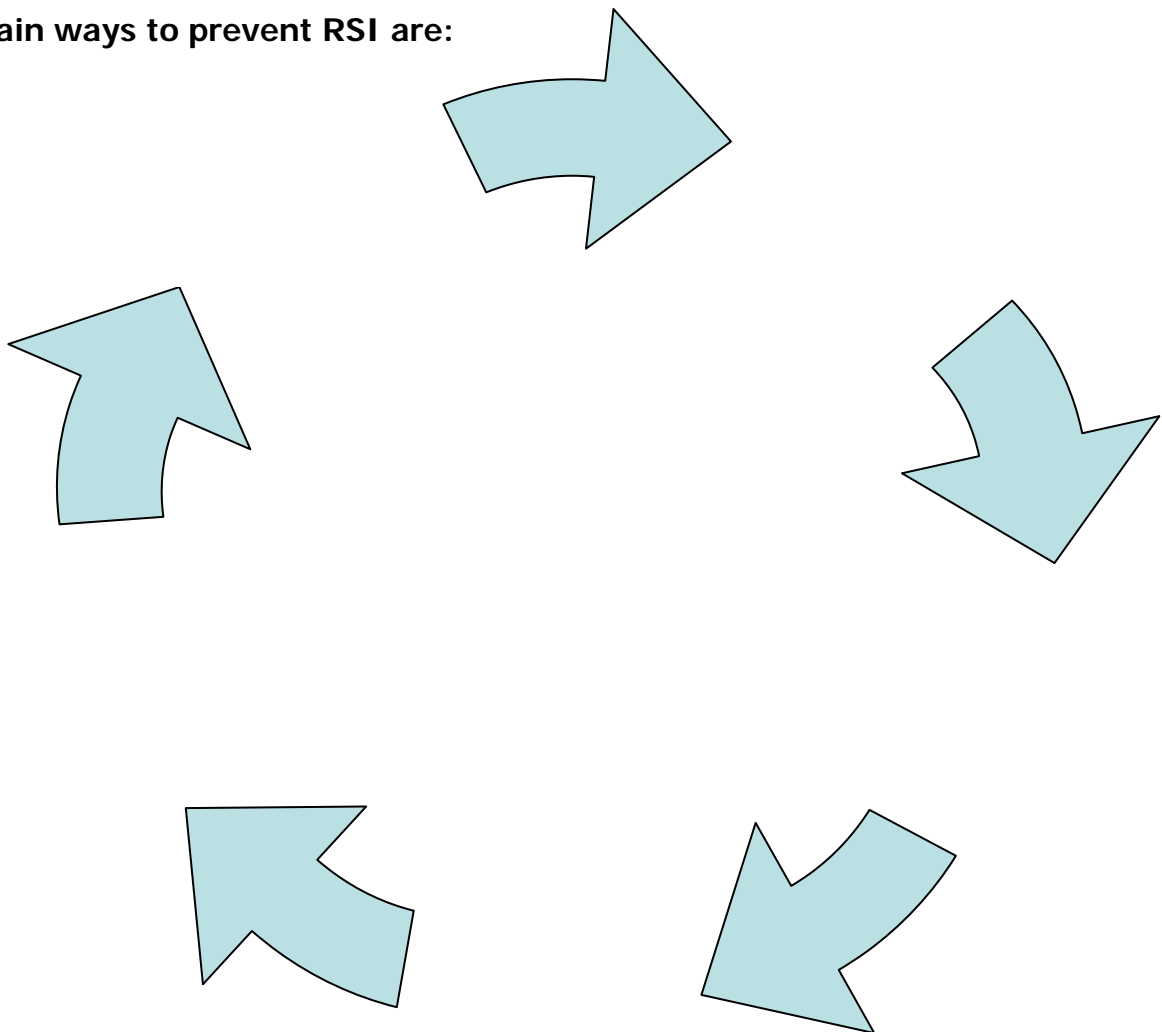
Fill in the boxes below to show the main causes of RSI



The main symptoms of RSI are:



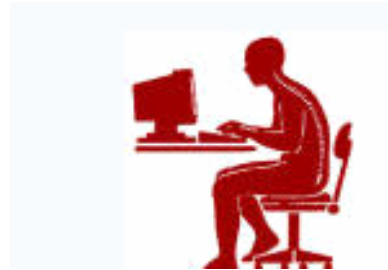
The main ways to prevent RSI are:



TASK 4: HEALTH AT WORK – BACK PAIN

Many computer users suffer serious back problems. This is probably due to a poor posture or an awkward position while sitting at a computer. Maintaining a good posture can help defeat back pain.

Label the two diagrams below 'good posture' and 'bad posture'



Find out four ways that can help to reduce the risk of back problems when using a computer.

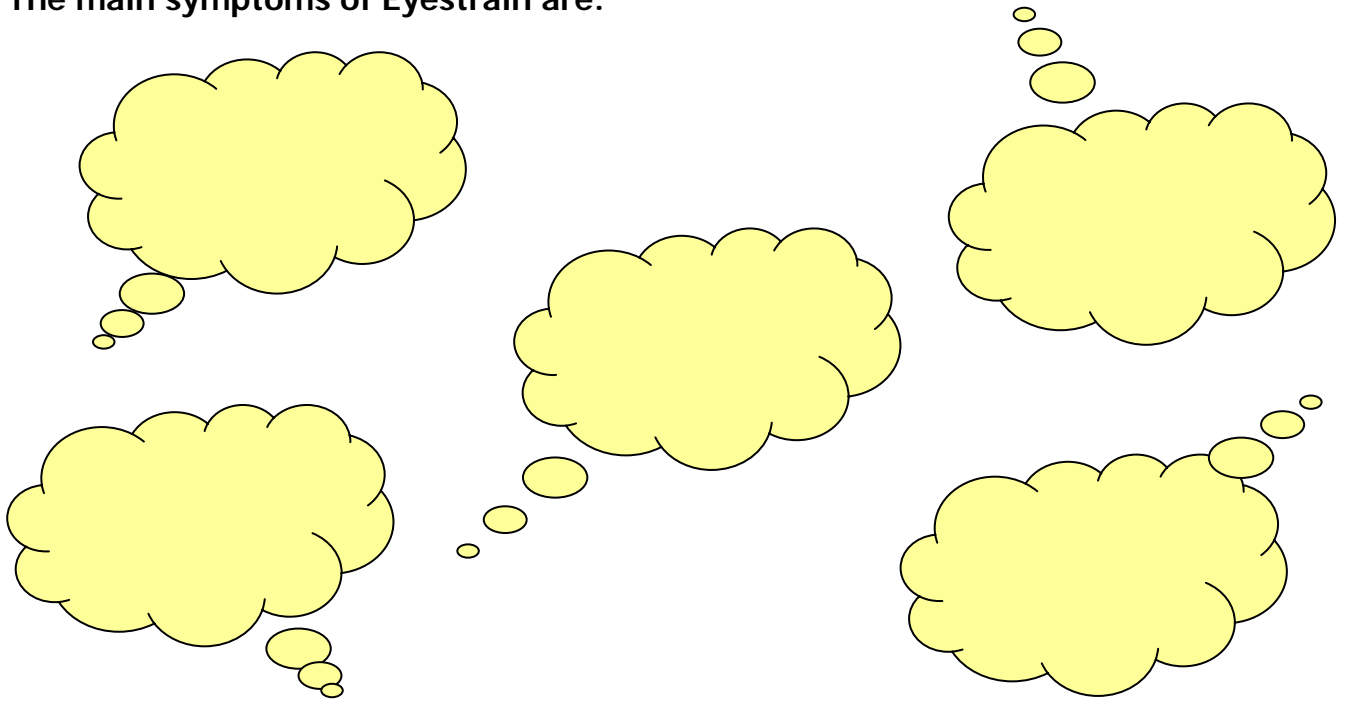
- 1.....
- 2.....
- 3.....
- 4.....

TASK 5: HEALTH AT WORK – EYE STRAIN

Eyes can become strained after staring at a computer screen for a long time, particularly if working in bad light, in glare or with a flickering screen.

Fortunately, eye strain is usually a temporary problem

The main symptoms of Eyestrain are:



The main methods of avoiding EYE STRAIN whilst using the computer are:

Use screens that do not

Take regular breaks – do not work for more than without a short break

Keep your eyes at least from the screen

Regularly look away from the screen and focus on something in the

Lighting must be suitable and blinds fitted to windows to reduce

Have regular tests

TASK 6: HEALTH & SAFETY AT WORK – AGONY AUNT

What a lot of work you have to do! As Marge the ICT agony aunt, lots of people have been writing to you about their ICT aches and pains.

There's four letters left which need a reply before you can relax in front of the evening's TV.....



Dear Marge

I work at a computer workstation from 9:15 til 12:30 but find that my eyes feel tired. I can't concentrate on the work by the end of the session. What should I do?

Bill, Somerset

Your reply:

Dear Marge

I use a computer all day but recently have developed backache. Is there anything I can do to improve my working position?

Rashida, Lancashire

Your reply:

Dear Marge

The office, where I work, is cluttered with computer cables on the floor. They also trail across the desks. I have told my supervisor, but nothing has been done. What can I do?

Phil, Skye

Your reply:

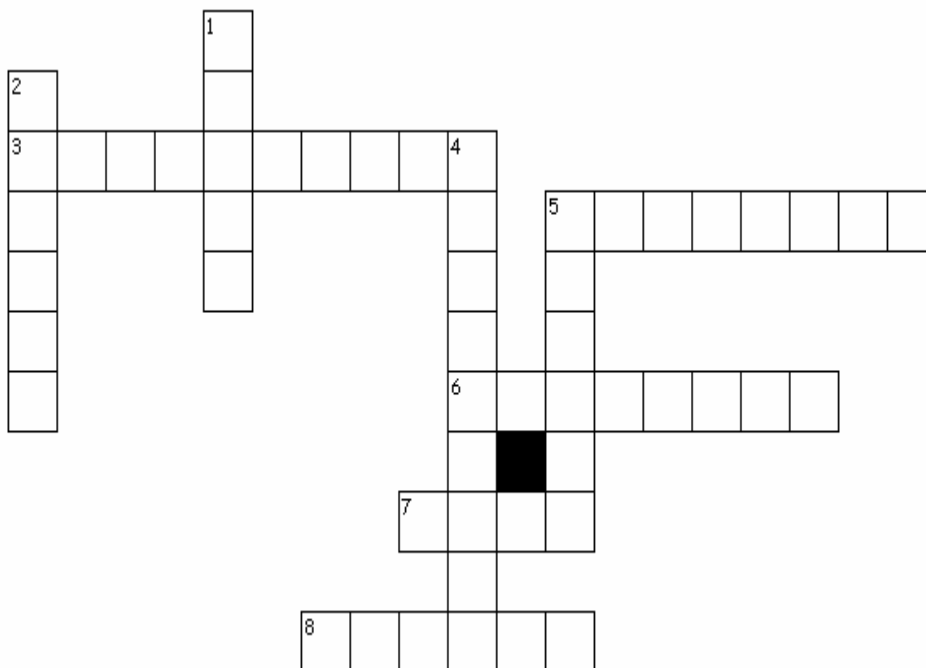
Dear Marge

I have been using a keyboard for several years and find I get pains in my wrists and elbow. The doctor said that I have RSI. What is this? Can I do anything at work to reduce the problem?

Emily, London

Your reply:

TASK 7: HEALTH & SAFETY



Across

- 3. Chairs should be to ensure that they are the correct height
- 5. Poor posture or a badly designed chair can cause this
- 6. Employees should receive this before using any computer equipment
- 7. These should be tucked safely under the desks to prevent people falling over them
- 8. These should be fitted to windows to prevent sunlight shining on the monitor screen

Down

- 1. People who wear glasses should have regular eye
- 2. These should not be allowed to trail across the floor
- 4. Staring at the monitor for too long can cause this
- 5. Regular should help to alleviate many health problems caused by overuse of the computer

TASK 8: ERGONOMICS

Ergonomics is

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TASK 9: COMPUTERS AND THE ENVIRONMENT

List four things that you could do to help reduce the harmful impact that computers have on our environment:

1.....
2.....
3.....
4.....

TASK 10: CHALLENGE

Give three extra facts that you found out for yourself about the topics of health and safety, ergonomics and the environment and computers

1.....
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2.....
.....
3.....
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END OF WORKSHEET