

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
ELECTRICAL	SAFETY	GLARE
TRAILING	REFLECTION	

Seating

Chairs with **ADJUSTABLE** height and back-rest are recommended. When seated correctly, the lower arms and thighs should be in a roughly **HORIZONTAL** 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 **GLARE**.

Lighting

Windows should be fitted with non-reflective **BLINDS**, preferably beige in colour. Consideration should be given to positioning of the screen away from light **REFLECTION** 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 **EYE** level.

Power supply

Leads should preferably be in trunking above the height of the worktops or be safely **TIED**. An adequate number of supply sockets should be provided to eliminate the need for **TRAILING** 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 **SAFETY** once a year.

Fire precautions

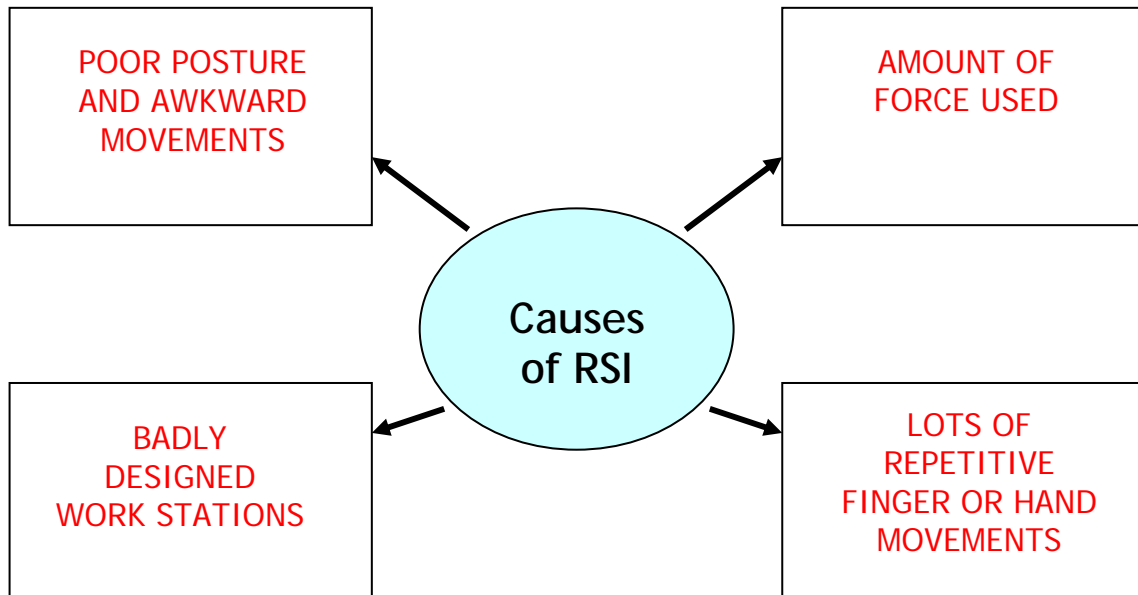
A fire extinguisher suitable for **ELECTRICAL** fires (such as carbon dioxide) must be provided in all computer rooms. The location of the nearest fire **EXIT** must be notified near the door in each room.

TASK 3: HEALTH AT WORK - RSI

What do the initials 'RSI' stand for?

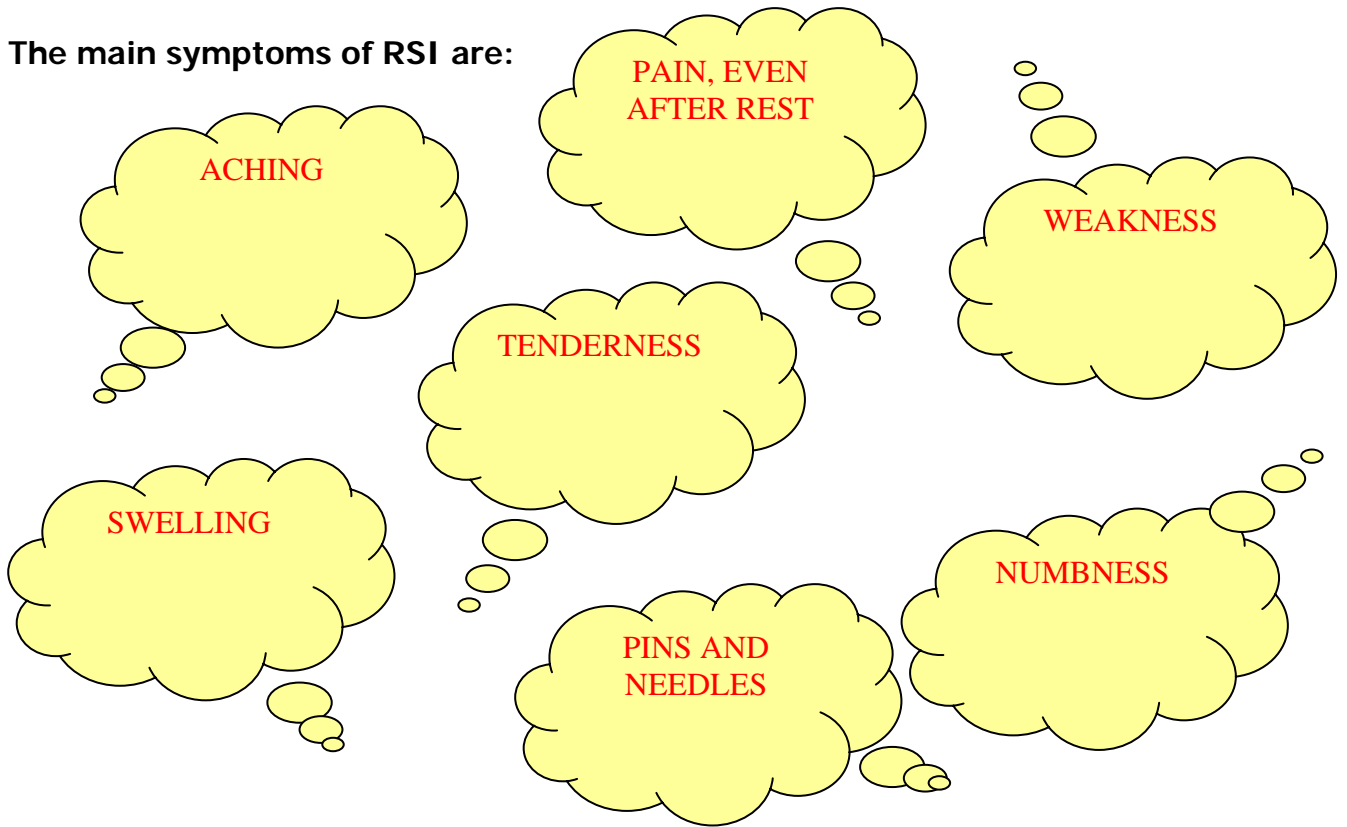
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Fill in the boxes below to show the main causes of RSI

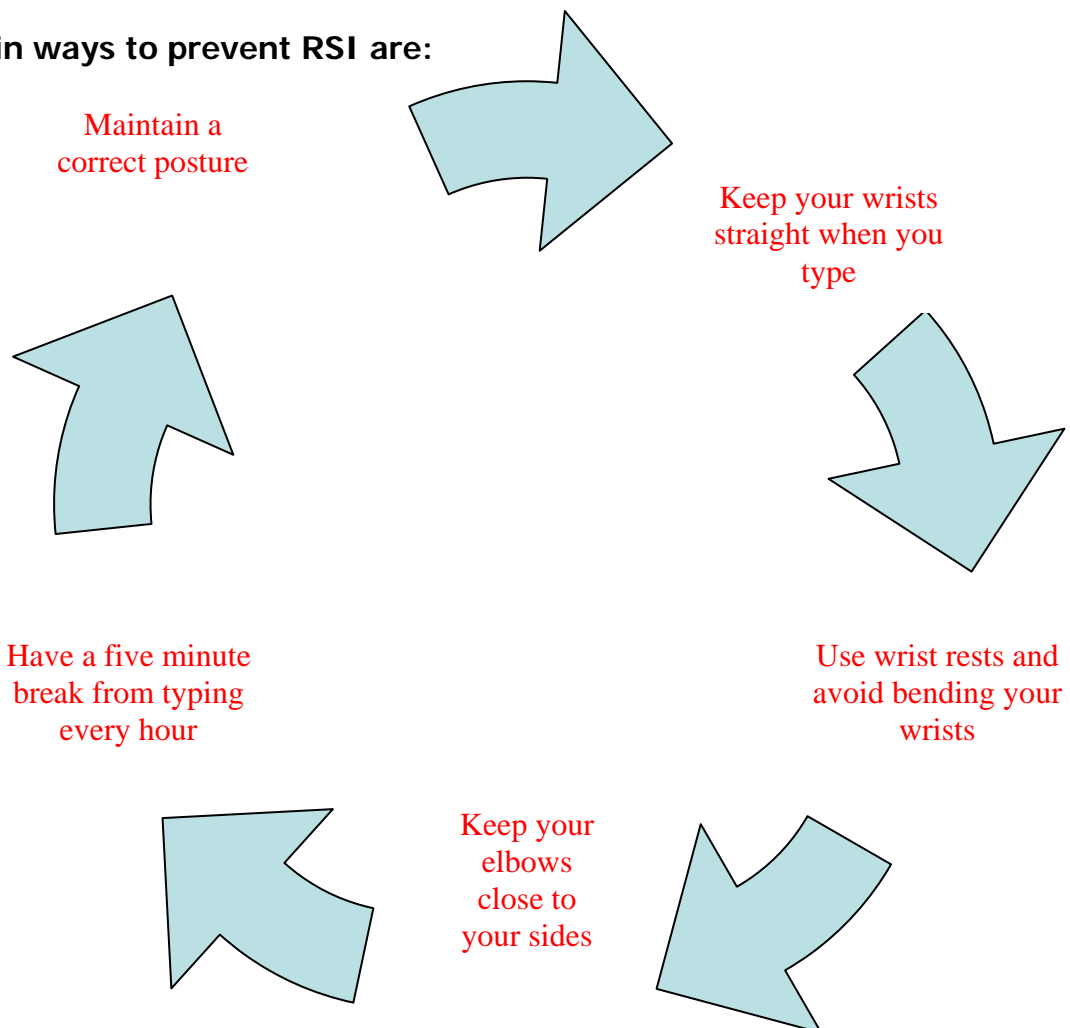


ACCEPT ANY SUITABLE ANSWER

The main symptoms of RSI are:



The main ways to prevent RSI are:



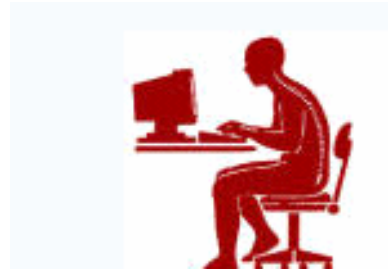
TASK 4: HEALTH AT WORK – BACK PAIN

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'



GOOD POSTURE



BAD POSTURE

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

- USE AN ADJUSTABLE CHAIR AND MAKE SURE THAT IT IS CORRECTLY POSITIONED
- USE FOOT RESTS TO KEEP THE LEGS AT A MORE NATURAL ANGLE
- USE AN ADJUSTABLE MONITOR SO THAT YOU DON'T SLOUCH
- TAKE REGULAR BREAKS AND WALK ABOUT
- SIT WITH THE BACK STRAIGHT AND HEAD UP

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:

BURNING OR
ITCHING EYES

HEADACHES

DOUBLE
VISION OR
BLURRING

NAUSEA

FATIGUE

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

Use screens that do not FLICKER

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

Keep your eyes at least 18 INCHES from the screen

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

Lighting must be suitable and blinds fitted to windows to reduce GLARE

Have regular EYE 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.....

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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:

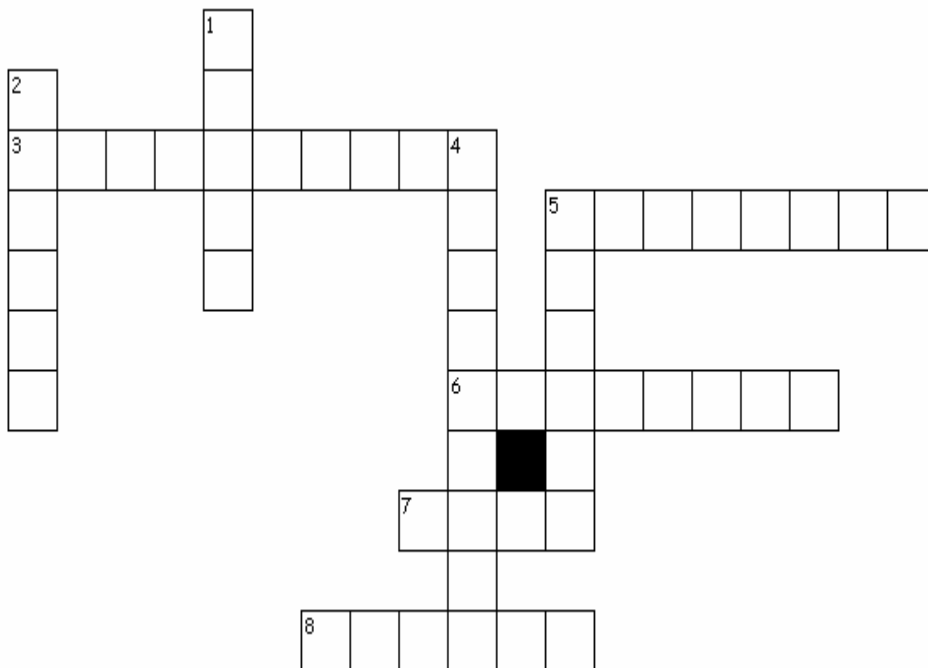
Dear Marge

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

Down

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

TASK 8: ERGONOMICS

Ergonomics is THE SCIENCE CONCERNED WITH DESIGNING SAFE AND COMFORTABLE MACHINES AND EQUIPMENT FOR USE BY PEOPLE

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:

- RECYCLE PAPER
- DON'T PRINT UNLESS NECESSARY
- RECYCLE OLD PRINTER CARTRIDGES
- USE A MONITOR THAT CONSUMES LESS POWER WHEN INACTIVE
- SWITCH OFF COMPUTER WHEN NOT IN USE
- RECYCLE OLD, UNWANTED COMPUTERS

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.....
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3.....
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END OF WORKSHEET