Chapter 5 - Management and Personnel Technology Considerations

Ergonomics

According to OSHA, every year 2,000,000 people suffer work-related muscular skeletal disorders including repetitive strain injury from spending long hours reading e-mail, surfing the web, writing documents, etc.

Give some thought to your employee's and your health as you use computers.

Some suggestions:

-        Keep your wrists straight while typing and while using the mouse;
-        Do wrists exercises;
-        Take frequent breaks and stretch;
-        Keep stomach and back muscles strong through exercise;
-        Massage at the end of the day;
-        Eyestrain - stay a foot and ½ away from the screen, position external light off to the side so it doesn't glare off the screen;
-        Use minimum force to strike keys;
-        Keep shoulders relaxed, elbows close to the body;
-        Posture counts;
-        Sit up straight with shoulders and head back;
-        Feet flat on the floor or on a footrest and forearms parallel to the floor;
-        Use free macro programs, such as TypeItIn - free www.wavget.com, to cut down on the number of keystrokes.

Other helpful sites and resources: FAQ Typing Injury (www.tifaq.com) and Harvard RSI Action (www.rsi.deas.harvard.edu).