**Computer Safety Checklist**

Attachment Number

[Company Name Here]

**Prevent Neck and Back Strain and Pain:**

( )Organize workstation so everything's in comfortable reach.

( )Allow enough room under desktop to move legs.

( )Position screen 18 to 24 inches from face.

( )Set up screen and document holder just below eye level and close enough together to avoid looking back and forth.

( )Angle screen so you don't have to strain to read it.

( )Place keyboard so all the keys are easy to reach.

( )Use a chair with fairly flat seat and an adjustable backrest that supports the lower back.

( )Adjust chair height so feet rest on floor or footrest.

( )Sit with back straight, head level, and feet flat on floor or footrest.

( )Work with head straight, eyes parallel to the screen.

( )Shift positions regularly without leaving chair.

**Prevent Eyestrain:**

( )Place screen to avoid backlight glare.

( )Use dimmer light than for most tasks.

( )Place lighting so it won't reflect off screen or other surfaces.

( )Place lighting so it won't shine in eyes.

( )Place the monitor at right angles to window to prevent glare.

( )Use nonreflective screen or screen cover.

( )Choose indirect lighting where possible to prevent glare.

( )Shield lights around desk to prevent glare.

( )Adjust brightness and contrast controls for best "picture."

( )Adjust window blinds or shades to eliminate glare.

( )Keep the screen clean.

( )Periodically look away from screen for a second or two.

( )Periodically roll, blink, or close eyes tightly for a few seconds.

( )Consult eye doctor if eyestrain continues to determine if new or different glasses or eye exercises are needed.

**Prevent Carpal Tunnel Syndrome:**

( )Keep hands, wrists, and forearms straight and parallel to floor while working, with elbows at 90-degree angle.

( )Take breaks periodically to stretch, shake out hands.

( )Recognize symptoms (pain, numbness, tingly sensation).

( )Report symptoms immediately.

**Prevent Stress:**

( )Follow procedures to reduce neck and back pain and eyestrain.

( )Don't rush.

( )Don't become angry or frustrated with a computer.