

## Entry3/Level 1 Literacy Digital Skills Health and Safety Term 2

**PART 1** Adapted from: <https://www.wikihow.com/Sit-at-a-Computer>

The article below teaches you how to use proper posture and equipment positioning when sitting at a computer for long periods at a time.

I know	Date when achieved
1. How to correctly set up my desk, my IT equipment and my chair.	
2. How to keep the correct posture while working on computer	
3. How often I should take breaks.	

**Task 1** Read the article. Match the headings below with correct paragraphs.

Avoid eye fatigue

Adjust any support for your chair

Sit using ideal posture

Your computer should be the centre item on your desk

Remember to prioritize your posture

Take small breaks during your workday to release some of that muscle tension

Keep your head elevated

Adjust the monitor height and tilt monitor if possible

1.

1. Many office and personal desk chairs have adjustable backs, seats, and even lumbar support. Since the type of chair that you use will vary, try to keep the following criteria in mind:

- Your lower legs should form a 90 degree angle at the knees.
- Your feet should be at a flat 90 degree angle to your lower legs.
- Your back should be at between 100 and 135 degrees in relation to your legs (if possible).
- Your arms should be tucked near your sides.
- Your shoulders and neck should be relaxed.
- Your eyes should be able to view the screen comfortably without having to stretch, crane, or strain your neck or your eyes.

2.

2. You should arrange your computer and keyboard to fit your posture, not the other way around! When adjusting your computer interaction, refer back to Part 1 of this article to ensure that you're positioned correctly. Your keyboard should be directly in front of your body; don't twist or bend your body in order to reach your computer.

**3.**

**3.** If your chair has lumbar support, a customized cushion, adjustable arm rests, or any other type of specialized support, adjust it as needed. If it doesn't, you can use a pillow to support your lower back and a footrest, to ensure your feet lie flat on the floor.

**4.**

**4.** You may be tempted to slouch your neck, thus bringing your chin close to your chest; this will lead to neck, shoulder, and back pain, so keep your head up even if you have to look down at the screen. One possible fix for this is adjusting your monitor's height so that it sits at your actual eye height.

**5.**

**5.** Arrange any documents and items around to your computer. If you have enough space on your desk to accommodate your documents, phone, and other accessories, make sure that they're arranged around the computer. Do not put any drinks next to your computer. If you spill it on the keyboard, it can do serious damage to the computer's electronics.

**6.**

**6.** Studies have shown that constant sitting is very damaging to your health. Try walking around for a couple minutes, standing and doing stretches—anything to break up a full day of sitting is good for you! Take short 1-2 minute stand, stretch, and/or walk breaks every 20-30 minutes.

**7.**

**7.** While your eyes may not seem like they have much to do with your back and posture, eye fatigue can cause you to slouch, lean in closer to your computer, and more. Simply looking away from your screen for a few seconds every 30 minutes or so should do the trick.

A good way to prevent eye fatigue is by using the 20/20/20 rule: every 20 minutes, look at something at least 20 feet (6.1 m) away for 20 seconds.

You can purchase blue light filter glasses (e.g., computer glasses), which will both decrease your eye strain and improve your sleep at night, for as little as £10.

**8.**

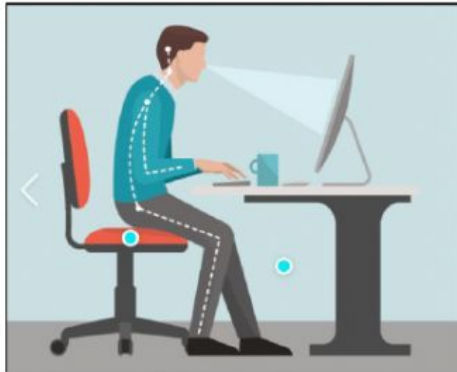
**8.** Ideally, your monitor will sit at eye height, though this may not be possible for your computer. Likewise, you may need to tilt up or down the monitor to prevent your neck and eyes from straining. If you can, position the top of the monitor approximately 2 to 3 inches above your seated eye level. If you are working on a laptop, consider buying a riser.

Keep in mind that, even with the perfect posture and equipment set-up, you should still stand up to stretch and walk around every once in a while.

And lastly, don't keep any liquids near your computer. Water and liquids in general are hazardous to many electrical components in a laptop or computer and can be expensive to fix or replace. Spillage onto the keyboard can cause damage to the hard drive and other components. Water damages the computers components, introduces a shock hazard and can completely destroy your machine.

**Task 2** Read the text again and answer the following questions.

1. Look at the picture below. Is this person sitting correctly or not? Why?



Write a sentence to explain.

1.

2. Write 5 sentences with **should** to explain how to advise him to correct his posture.

a)

b)

c)

d)

e)

3. Write another 5 sentences to explain how a desk should be organised.

a)

b)

c)

d)

e)

**4. What breaks should you take to avoid back strain and eye strain?**

4.

**5. Explain what the 20/20/20 rule is.**

5.