

# Workstation Health and safety.

Read each advice for IT worker. Then label each to the corresponding part.



- 1) There should be clearance under the work surface.
- 2) You should have your feet flat on the floor.
- 3) Make sure your forearms and hands are in a straight line.
- 4) Your lower back should be supported.
- 5) Your screen should be positioned to avoid reflected glare.
- 6) Keep your shoulders relaxed.
- 7) You should have your thighs tilted slightly.
- 8) Make sure the top of the screen is at or slightly below eye level.

Drag each statement to the corresponding part.

Should	Shouldn't

Always shut down your laptop computer first if you need to move it

Connect all peripherals before you switch the computer on

Do not move or lift your computer when it is on. Don't drop your laptop

Don't load unauthorized software.

Run Scandisk regularly to check and repair your file systems.

Keep your keyboard and screen clean.

Keep CDs and DVDs in covers and hold them by the edge.

Don't clean your hardware with household polish or cleaner.

Don't turn your computer off for lunch breaks.

Don't eat, drink or smoke near the computer.

Secure your hardware from sudden power surges.

Do not disconnect the any peripherals if the PC is on.