

Name _____

DATE _____

Computer Safety: Workstation and Internet

Millions of people work with computers every day. OSHA's website illustrates principles that will help you create a safe and comfortable computer workstation. Please refer to the following website when completing the first three parts of this assignment:

<http://www.osha.gov/SLTC/etools/computerworkstations/index.html>

Part I: Good Working Positions

The following are important considerations when attempting to maintain neutral body postures while working at the computer workstation:

_____, _____, and _____ are straight, in-line and roughly parallel to the floor.

_____ is level, or bent slightly forward, forward facing, and balanced. Generally it is in-line with the _____.

_____ are relaxed and _____ hang normally at the side of the body.

_____ stay in close to the body and are bent between 90 and 120 degrees.

_____ are fully supported by the floor or a footrest may be used if the desk height is not adjustable.

_____ is fully supported with appropriate lumbar support when sitting vertical or leaning back slightly.

_____ and _____ are supported by a well-padded seat and generally parallel to the floor.

Part II: Work Process and Recognition

With respect to Prolonged Periods of Activity, list one potential hazard and one possible solution.

Potential Hazard

Possible Solution

With respect to **Medical Awareness and Training**, list one potential hazard and one possible solution.

Potential Hazard

Possible Solution

Part III: Workstation Environment

With respect to **Lighting**, list one potential hazard and one possible solution.

Potential Hazard

Possible Solution

With respect to **Glare**, list one potential hazard and one possible solution.

Potential Hazard

Possible Solution

With respect to **Ventilation**, list one potential hazard and one possible solution.

Potential Hazard

Possible Solution

Part IV: How Safe is Your Surfing? (Internet safety)

McAfee is one of the leading providers of virus protection and Internet security. They have developed guidelines for safe surfing. For this part of the assignment, you need to locate the following website: http://us.mcafee.com/en-us/landingpages/quiz_teen.asp?cid=40968. Read the information at the top of the page and thoughtfully take the quiz. Print the quiz, write your name on it and staple it to this handout. Hand the entire packet in. Make sure your name is on it.