

SafeChurch[®] Computer Workstations Evaluation

Equipment Checklists and Health Tips

Equipment Checklist

Buying tips:

When possible, test all equipment before making a purchase.

Ask for equipment that meets American National Standards Institute (ANSI) standards.

Computer terminals should include the following:

A detachable keyboard;

Easy to use brightness and control knobs;

Tilting screen;

Character size of at least 3/16";

No perceptible screen flicker; and

Reduced electromagnetic fields (EMF) emissions.

Chairs should have the following:

Seat and back easily adjustable for height and tilt from seated position without use of tools:

Back provides firm lower and mid-back support;

Seat upholstered and padded, curves down at front edge;

Five casters, for stability; and

Adjustable armrests to prevent shoulder fatigue.

Tables should meet the following standards:

Bi-level to allow independent adjustment of screen and keyboard;

Adjusts easily from a seated position without use of tools;

Adequate table top space for required tasks; and

Adequate leg room.



Potential accessories (as needed):

Document holder adjustable to screen height;

Wrist rest that is padded, movable, and same height as keyboard home now;

Foot rest for users whose feet don't rest flat on the floor;

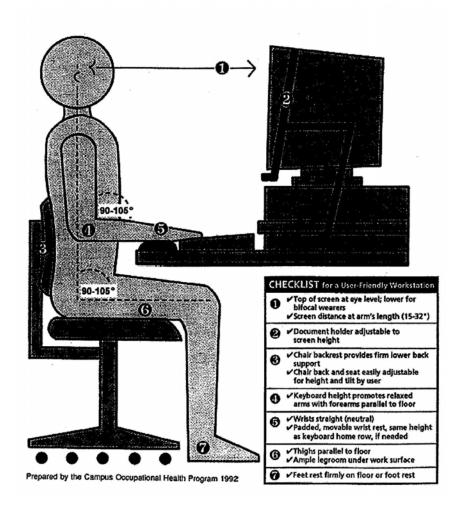
Task lighting;

Adjustable keyboard tray, if table is too high;

Lumbar support cushion, if chair doesn't support lower back;

Glare screen with grounding wire; and

Telephone headset.



Health Tips

Reduce glare to avoid eyestrain:

Avoid light shining directly into your eyes or onto your screen;

Hold a mirror in front of your screen to identify sources of glare;

Avoid placing your computer directly under a bank of lights;

Lower lighting level to about half of normal office lighting;

Use task lighting if necessary;

Position screen at right angle to window; and

Use window curtains or blinds if necessary.

Take a stretch/exercise break:

Take a 15-minute break from the computer at least every two hours to get up and move around:

Rotate job tasks when possible to avoid constant keyboard work;

Take mini-breaks as needed to stretch your body or rest your eyes. Frequent short breaks are desirable if your work situation allows;

Blink often to keep your eyes moist;

Refocus your eyes by looking away from your screen and focusing on a distant object at least 20 fee away every 10 minutes or so;

Release tension in the neck by looking back over the shoulder while sitting up straight;

Relax shoulders by rotating them backwards several times and then forwards;

Spread your fingers as far apart as you can. Hold for five seconds, and then make a fist. Repeat this action several times; and

Keep moving throughout the day by taking mini-breaks for your favorite stretches.