

Reading this booklet can be beneficial to your health

This booklet is intended as a guide for those of you who use a computer for certain tasks on a daily basis. It will give you some tips and advice on how to make your work area as ergonomically suitable as possible using furniture and equipment that you have at present.

This booklet is divided into sections to provide easy access to particular information that you need. Captioned illustrations give measurements and advice for optimum adjustments of your furniture and equipment.

The office is a complex, interactive network of people, machines and procedures, and it is not unusual to see a computer on most desks. Many of us are now using computer technology at home as well as at work, so please share this valuable information with co-workers and then take it home to your families.

The computerized office

During the last twenty years, major changes have occurred in the way office work is performed. One of the most significant changes was the introduction of Visual Display Terminals (VDTs). Though these changes were initially in the clerical area, technical and managerial workers are now being affected.



VDTs are wonderful, time-saving tools, but they necessitate a great deal of concentration and accuracy to use. The fact that you can expect to spend many hours of your working day sitting at a computer terminal with a screen and keyboard has brought to light some health concerns associated with the new office technology. The most common concerns are eyestrain, repetitive muscle strain and mental fatigue. You can make using the VDT fun and safe by applying the principles of *ergonomics*.