

## **This booklet can be beneficial to your health**

The modern office is a complex, interactive network of people, machines, facilities and procedures and it is not unusual today to see computers on most desks for general office use. The fact that you and your fellow workers 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 being eye strain, repetitive muscle strain and back problems. Perhaps this "fatigue factor" prevents you from playing that game of squash after work or having a swim in the pool, or even a dinner out.

Studies conducted to determine the causes of Video Display Terminal (VDT) user complaints have produced findings that focus on visual and muscle strain, and physical and mental fatigue. It is therefore important that we consider the science of "ergonomics".

## **What is ergonomics?**

Ergonomics is an approach, a way of looking at work situations and a way of thinking about the people who work. The basic assumption of ergonomics is that the selection of objects intended for human use should be based upon human characteristics and capabilities. For example: the furniture and equipment you use should fit **your** characteristics and there should be room for you to place often needed materials within easy reach. Instructions should be written in language that is easily understandable and sequenced according to your needs.

Ergonomics also considers environmental factors, such as light, acoustics, temperature and air quality because these will affect you and the manner in which your work is done. Job design and office organization and procedures are also integral parts of the ergonomics in office systems.