

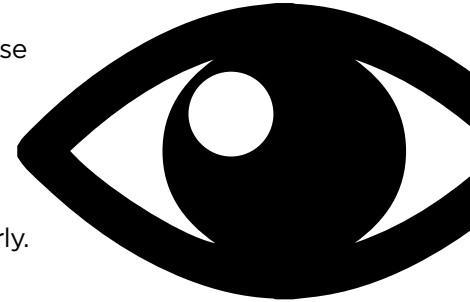
## 1 Some Rules to Remember

1. Working with a computer can be detrimental to your health. Factors that can affect your health include; sitting for long periods, staring at the computer monitor and constant repetitive movement.
2. If you use a computer at work or home regularly, that means you are at risk.
3. You can avoid these risks by making adjustments to how you work.

## 2 Caring for Your Eyes

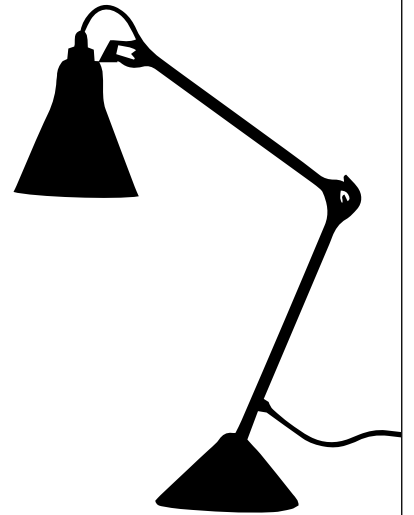
**Staring for too long at the computer monitor can lead to problems with your eyesight.**

1. Cover your eyes periodically to give them a break.
2. Shift your focus to an object that is more distant than the computer monitor. Hold that focus for 10 seconds. Repeat the process three times, and do it for each hour of work.
3. Roll your eyes clockwise and anti-clockwise three times.
4. Visit your doctor or optician to have your eyes examined regularly.



## 3 Proper Lighting

1. Use an anti-glare filter on your screen.
2. If possible, dim the room by closing the blinds.
3. You should have adequate light when dealing with any papers or documents.
4. Keep your screen clear of dirt and dust.



## 4 Sit Comfortably

Keeping good posture when sitting for long periods is extremely important.

1. Your head, spine and shoulders should be kept upright.
2. Shift your position from time to time.
3. Use a chair that has five casters to ensure better support.



## 5 Supporting Your Wrist and Feet

1. Use a foam support to ease the strain on your wrists.
2. Place the mouse on the same level as the keyboard.
3. Use a footrest to maintain a good position.



## 6 Take Regular Breaks

1. Make sure that you take short breaks every two hours.
2. Walk around, do other work, or perform the below exercises.
3. Exercise your head and neck by holding the bottom of your chair with one hand, letting your ear drop to your shoulder and lean in the opposite direction to the hand holding the chair.
4. Roll your shoulders forward then backward. Make sure to use wide movements. Repeat several times.
5. To stretch your upper back, raise your hands and keep them at shoulder-level. Keep your elbows down and push back your shoulders. Repeat the movement five times.
6. To exercise your lower back, stand up, reach your hands to the roof, turn your palms to face each other, lean back as far as you can and push your hips forward.
7. To exercise your wrists, pull back your fingers so your hand bends at the wrists. Do this several times.
8. To exercise your hand, make a tight fist and then spread your fingers as far as they can go. Repeat this exercise several times.



**DISCLAIMER: The information in this poster is not a substitute for proper first aid training.**

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