STRESS

…frustration, tiredness, irritability, helplessness..
These are unhelpful, reduce <u>productivity</u>
and cause <u>health problems</u> .

Take a break! Avoid using computers for long periods of time

Keep backups of work. There's less heartache and wasted time recreating work.

Get trained. If you know how to use kit effectively, you'll work better.

Discuss problems! If your boss doesn't know about problems, nothing can be done to solve them.

PASSWORD THEFT

If people find out your password or guess it, they can make unauthorised changes to files, make data inaccurate, erase files, change your password, send malicious messages to others through your account…and much more.

<u>NEVER</u> give passwords to others.

Weak passwords are less than 8 letters and are easier to hack

STRONG P@$$W0rd$s are long, include lowercase, uppercase, numbers and symbols

GOOGLE: strong password checker

EYE STRAIN

Using computers for a long time can permanently damage your eyes or cause discomfort—headaches, nausea, fatigue…

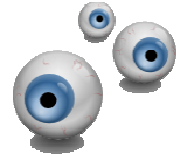Take a break! Avoid using computers for long periods of time.

Get your eyes tested and wear prescription eyewear

Wearing contact lenses? Use eye drops if working in dry conditions.

Work in a well-lit environment…keeping the screen 45cm from you.

Use a big, flicker-free computer screen with anti-glare filters.

Adjust the screen height/tilt/position to make it comfortable to see.

Work where you can sometimes look at objects in the distance, e.g. out of a window.

BACK PAIN

Sitting on badly designed chairs, poor posture or sitting awkwardly can cause a painful back.

Take a break! Avoid using computers for long periods of time.

Use adjustable ergonomic chairs and furniture, adjusted to your body and desk height,. Use foot supports.

Adjust the position of your screen so it's comfortable to use.

Check your posture and position of keyboard.

Get your work area checked out to make sure it is well designed.

Make sure desks can support the weight of electronic gear!

When lifting heavy loads, bend your legs, not your back… or get specialist kit to move it.

OUCH!

Repetitive Strain Injury

RSI: Repeating the same action, like typing, can cause excruciating wrist pain.

Take regular breaks—at least 5 minutes per hour.

Use ergonomic keyboards.

Avoid using laptop keyboards when desktop keyboards are available.

SLIPS, TRIPS, FALLS

The most common workplace injury can result in broken bones, time off work and compensation claims.

Observe any health & safety notices, e.g. don't block fire exits.

Attend health & safety training

Make sure all cables are tucked away.

Put any "trip hazards" like bags where they can't be tripped over.

Position kit where it can't be tripped over.

Report any hazards

ELECTICAL/FIRE HAZARDS

Faulty kit can cost you your life. Shocking.

Make sure the kit you're using is PAT tested (portable appliance test).

Don't overload sockets with lots of plugs

Don't have water by machines!!

Make sure computer gear is well ventilated

Use appropriate fire extinguishers
(CO2, powder)

Observe any health & safety notices.

Don't buy dodgy computer kit—only get it from reputable companies.

Don't block fire exits.

PROTECTING FILES

If you can't find a file, it causes stress and wastes time.

Can't find your file? - Give files descriptive filenames.
Organise files into folders

Deleted file by mistake? - Back up your files on another device, but avoid loosing memory sticks that have files with sensitive data on them.

Building burnt down? - Back up files to a removable storage/back up device for safe keeping…

…and do it regularly.

Important file? - Password protect it to prevent prying eyes get hold of sensitive information.

IT'S THE LAW!

Comply with heath and safety policies to prevent accidents.
Report accidents…to help prevent them happening again.

Employers MUST:
provide tiltable screens
provide anti-glare screen filters
provide adjustable chairs
provide foot supports
make sure lighting is suitable
make sure workstations are not cramped
plan work at a computer so that there are frequent breaks
pay for appropriate eye and eyesight tests by an optician