

Furniture

Chairs should have five legs for stability. The height of the seat should be between 37.5 and 52.5 cm (15 and 21 inches) from the floor, and a firm seat back should allow the elbows to be bent at a 90-degree angle. The seat should be padded for comfort, but firm to maintain good posture. A good chair will help the worker's back and overall circulation. Tables and desks should provide enough space for workers to do their jobs without bumping into one another. There should be enough space under the desk to allow workers to change seating position to avoid leg injuries. The edges of tables and desks should be smooth and rounded to avoid injuries. Also, medium and light-coloured surface help ease eye strain when reading. Surfaces should have a dull finish to reduce glare, which hurts the eyes.

Computer Hardware

Monitors should have flat screens to reduce eyestrain. They should be positioned so that the top of the screen is at eye level, and at a distance of 45 cm to 60 cm (18 to 24 inches) from the face, to reduce stress on the eyes and neck. Because monitors attract dust, then send it toward the user's face, they should be cleaned often. Keyboards should be kept at elbow height and at an angle that causes the fingers to land on the home row at a 90-degree angle. This prevents strain on the wrists.

Questions: Answer the following questions in your notes. You may type or hand write your responses.

1. Explain the meaning of the following words and concepts (3 marks):

ergonomics

circulation

ergonomically correct workplace

2. What is carpal tunnel syndrome (CTS)? Explain what causes CTS injuries. (3 marks)

3. What is a musculoskeletal injury (MSI)? Give an example of an MSI. (2 marks)

4. Describe how each of the following pieces of computer hardware and office furniture should be set-up in an ergonomically correct workplace: (4 marks)

a.monitors

b.keyboards

c.table and desks

d.chairs

5. Explain two ways in which a work environment can be ergonomically improved. (2 marks)

6. What are the benefits to employers of making a workplace ergonomically correct? (3 marks)

7. What are the benefits to workers of making a workplace ergonomically correct? (3 marks)