

WORKING WITH VDUs: SAFETY AND COMFORT GUIDE

Your task is to create a poster, using desktop publishing software, for display in the office. It must indicate the correct posture that a person should adopt whilst using a computer terminal. The poster must fill an A4 sheet.

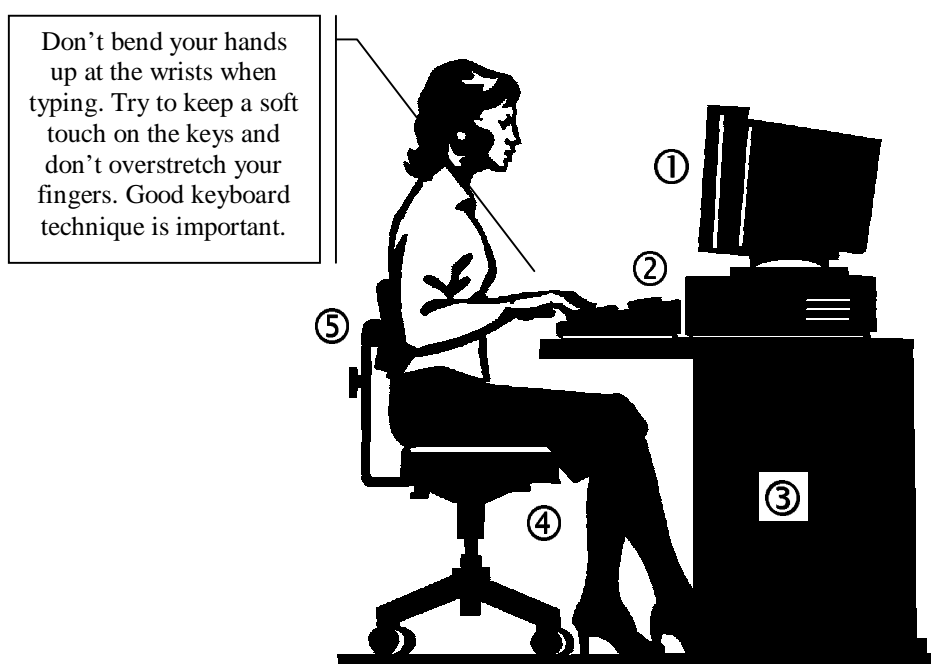
Initially, select a suitable image similar to the one below and insert it in the centre of your page.

Around that image place text boxes and arrows (or 'callouts') to hold the **six** pieces of information you need to display. Add the example shown to your diagram.

Each of the remaining five items in the list below corresponds to one of the numbers in the diagram. Place text boxes in suitable positions on the diagram, one for each item.

- Adjust your keyboard and screen to get a good typing and viewing position. A space in front of the keyboard is helpful for resting the hands and wrists while not typing.
- Avoid excessive pressure on the backs of your legs and knees. A footrest may be helpful.
- Arrange your desk and screen so that bright lights are not reflected in the screen. You shouldn't be directly facing windows or bright lights. Adjust curtains or blinds to prevent unwanted light.
- Make sure there is enough space beneath your desk to move your legs freely. Move any obstacles such as bags or boxes.
- Adjust your chair to find the most comfortable position. As a guide your arms should be approximately horizontal and your eyes level with the top of the screen. Don't sit in the same position for long periods.

Finally, create a heading for your poster, suitably emphasised.



The information here is taken from 'Working with VDU's', published by the Health and Safety Executive