



# OSH USER GUIDE

# COMPUTER AND PRINTER

## GENERAL REMARKS

Every employee working on a computer should:

- be trained in safe use of a computer and its peripherals,
- read the equipment operating manual,
- undergo occupational health assessment,
- complete OSH training,
- be aware of occupational risk assessment on their job position,
- wear eyeglasses if prescribed by a doctor,
- have access to the first aid kit and fire extinguisher,
- have access to the first aid and fire safety instructions including first aiders and fire marshals' contact data.

## BASIC SAFETY RULES

- min. 60 cm distance between two screens\*,
- min. 80 cm distance from the back of screen to another user\*,
- when working with multiple (two or more) screens, set them up side by side with no gap,
- desk dimension adjusted to the user's needs,
- keyboard and mouse placed one beside another, at the same height,
- ergonomic swivel chair (min. five-wheel base, adjustable backrest and seat height, firm lumbar support, armrests),
- footrest or monitor raiser if needed,
- recommended light level for office work is 500 lx (300 lx – occasional tasks),
- min. width of walkways is 75 cm,
- devices should be plugged with grounding-type plugs,
- power cords should be located outside of foot traffic areas, they should be protected from being crushed by furniture etc.,
- computer and printer should be installed:
  - in a clean, dry and easily accessible place,
  - with an easy access to unplug the device in case of emergency,
  - away from any heat and vibration sources,
  - in a location that encourages the user to move more (i.e. they need to walk to pick up the printouts).

## BEFORE STARTING THE WORK

- open the windows and ventilate the room,
- check if the equipment and cables are not damaged,
- adjust the chair and the table to the user's needs,
- adjust monitor height (upper edge at the user's eye level or slightly below) and distance (40-75 cm),
- the screen should be free of glare and reflections,
- adjust screen brightness and contrast accordingly.

## SAFE WORK PRACTICES

- have a good posture when sitting:
  - do not reach forward for the keyboard and mouse,
  - elbows supported on armrests (90°-100° elbow angle),
  - straight and supported wrists,

- firm lumbar support,
- thighs parallel to floor level,
- knee angle around 90°,
- feet supported either on the floor or on a footrest,
- make regular breaks (5 minutes after every hour of working with a computer, 10 minutes in case of pregnant women),
- spend the breaks on stretching and eye exercises,
- if the devices do not operate normally when the operating instructions are followed, report it to the supervisor.

## PROHIBITED ACTIVITIES

- repairing the computer, printer and other equipment by an unauthorized personnel,
- usage of a damaged equipment, cables etc. (damaged equipment should be switched off immediately and the supervisor should be noticed),
- opening any printer's cover during the printing process,
- using computer or printer by unauthorized people,
- eating at the computer stations,
- smoking in the office (except smoking room area, if designated).

## BY THE END OF WORK

- switch off the computer, printer, monitor and any other electronic devices,
- prevent all unauthorized access to the computer,
- leave your workplace clean and tidy,
- periodically (at least once a week) clean equipment with a soft cloth and dedicated detergents, following the instructions attached.

## EMERGENCY SITUATIONS

- any damages of the equipment (including cables) should be reported to the supervisor,
- all repairs must be performed by an authorized personnel,
- in case of emergency, inform the supervisor and leave the workstation unchanged (unless you need to take action to prevent another dangerous situation),
- fire safety instructions must be obeyed in case of fire.

## FINAL REMARKS

This guide concerns employees working with a display screen equipment for longer than 4 hours per day. In order to apply these rules when working with a laptop, it is recommended to use external keyboard, mouse and monitor.

## EMERGENCY NUMBERS:

COMMON EMERGENCY NUMBER	112
AMBULANCE .....	999
FIRE .....	998
POLICE .....	997

\* This rule does not apply when desk partitions are used.