

HEALTH AND SAFETY INSTRUCTIONS

AT WORKSTATION EQUIPPED WITH A COMPUTER

Actions Before Starting Working

1. Ventilate the room.
2. Adjust the chair, keyboard dimensions to your body so as to provide a comfortable working position and freedom of movement while maintaining:
 - natural position of the upper limbs when handling the keyboard
 - adequate space to accommodate the legs under the table top,
 - eye distance from the monitor employee of 400-750 mm (2 diagonals of screen),
 - the angle the screen.
3. If necessary, ensure that you can illuminate your job place with a local light source.

Actions During Execution of Work

1. Maintain a comfortable body position and freedom of movement as well as the distance of the eyes from the monitor.
2. After each hour of work, make a 5-minute break at work.
3. Keep your workplace in good order and cleanliness.

Prohibited Actions in the Computer

1. Blocking the ventilation holes of the computer.
2. Making unauthorized repairs the computer in case of damage.
3. Reconfiguration of system settings.
4. Cleaning the computer components during its operation.
5. Consuming meals and drinks directly close to the computer.
6. Storage magnets and other materials with ferromagnetic properties in the workplace.
7. Self-installing software and hardware without the consent of the instructor / lecturer.
8. Making efforts to damage or exposure to damage computer hardware and equipment position.

Activities after work

1. After operation, turn off the computer and peripheral devices of the workstation.
2. Organize the workplace.
3. Perform other activities - in accordance with the observations instructor / lecturer.

Additional Information

1. In order to remove the failure of a computer at work you should inform the instructor / lecturer.
2. Any accident at work should be reported to the instructor / lecturer.
3. The person whose evidence is intentional damage to your computer (equipment position) - will be held financially responsible