**Exercise 1**

1. The cables in the computer lab need to be organized to prevent tripping hazards.
2. The windows in the lab require safety features such as guards or locks.
3. Immediate attention is needed to repair the ceiling in the lab, as it has visible holes that may pose a safety risk.
4. Some electrical outlets in the lab are not correctly connected to the power source, necessitating prompt repair.

**Exercise 2**

1. Cluttered workspace with scattered papers and cups
2. The computer monitor is placed too close to the edge of the desk, increasing the risk of it falling
3. There are open windows without screens, posing a risk of objects or even people falling out.
4. Cables are hanging loosely from the ceiling, presenting a hazard.
5. There are drinks and food on the computer table that are feared to fall and hit the computer monitor, causing damage

**Exercise 3**

1. Backhache (B) Don’t bend your back while sitting at a desk

2. Electric Shocs (D) Unplug

3. RSI (E) Keep your wrists straight

4. Trips and Fall (F) Don’t spill your drink

5. Short Circuit (C) Let it cool down

6. Burns (A) Move the Cables

**Exercise 4**

1. Ergonomics - designing jobs to fit people instead of making people fit the job.
2. Repetitive Strain Injury or RSI.
3. Eyestrain and irritation.
4. Recycle and dispose of electronic waste.
5. mobile phones while driving.
6. Internet addiction.

**Exercise 5:**

1. There should be clearance under the work surface. (d)
2. You should have your feet flat on the floor. (e)
3. Make sure your forearms and hands are in a straight line. (h)
4. Your lower back should be supported. (f)
5. Your screen should be positioned to avoid reflected glare. (b)
6. Keep your shoulders relaxed. (g)
7. You should have your thighs tilted slightly. (c)
8. Make sure the top of the screen is at or slightly below eye level (a)

**Exercise 6 (Listening)**

1. put your cup of coffee on your computer

2. work without break.

3. allowed to smoke in the office

4. allowed to send private email.

5. Eat lunch at your desk.

**Exercise 7**

1. Backache (B):

- You must use a chair with proper lumbar support.

- You must not bend your back while sitting at a desk.

- You are not allowed to ignore ergonomic guidelines for sitting.

2. Electric Shocks (D):

- You must ensure all electrical equipment is in good condition.

- You must not ignore frayed wires or exposed electrical components.

- You are not allowed to unplug electrical devices while still in use.

3. RSI (Repetitive Strain Injury) (E):

- You must take regular breaks to stretch and move.

- You must not keep your wrists in a strained position for extended periods.

- You are not allowed to neglect ergonomic practices to prevent RSI.

4. Trips and Falls (F):

- You must keep walkways clear of obstacles.

- You must not spill liquids on the floor.

- You are not allowed to ignore safety precautions that prevent trips and falls.

5. Short Circuit (C):

- You must allow electronic devices to cool down after extended use.

- You must not overload electrical outlets.

- You are not allowed to neglect signs of overheating in electronic equipment.

6. Burns (A):

- You must move cables away from heat sources.

- You must not handle hot objects without proper protection.

- You are not allowed to disregard safety measures to prevent burns.

**Exercise 8**

I follow the following rules for using a company computer:

• Run Scandisk regularly to check and repair your file systems. This is important to prevent data loss and corruption.

• Connect all peripheral devices before you switch the computer on. This helps to avoid problems with the computer not recognizing the devices.

• Keep your keyboard and screen clean. This is important for hygiene and to prevent damage to the equipment.

• Keep CDs and DVDs in covers and hold them by the edge when using. This helps to prevent fingerprints and scratches, which can damage the discs.

• Always shut down your laptop computer first if you need to move it. This helps to prevent data loss and damage to the hardware.

I follow the following rules for using a company computer:

• Do not disconnect the keyboard, mouse, monitor, printer, or any peripheral if the PC is on. This can damage the computer or the peripheral device.

• Do not eat food or drink near the keyboard and computer. This can spill food or drink onto the computer, which can damage it.

• Do not blow smoke over your PC. Smoke can contain dust and other particles that can damage the computer's internal components.

• Do not move or lift your desktop computer when it is on. This can damage the computer's internal components.

• Do not clean your hardware with a household polish or cleaner. These products can damage the computer's exterior and internal components.

• Do not turn your computer off for lunch breaks. This can cause the computer to overheat.

• Do not load unauthorized software. Unauthorized software can contain malware, which can damage the computer or steal data.

**Exercise 9**

1. Cables in the computer lab should be organized to prevent tripping hazards and ensure a safer environment.
2. Windows in the lab must have safety features such as guards or locks.
3. Immediate attention must be given to repair the ceiling in the lab, as it has visible holes that are not allowed to pose a safety risk.
4. It is not allowed for some electrical outlets in the lab to be incorrectly connected to the power source; prompt repair is a must to prevent electrical hazards.

**Exercise 10**

1. What is the best title for this text?

- "Workplace Ergonomic Exercises for Body Comfort and Health"

2. How many body parts can you do the exercise with to protect your body from strains and pain? What are they?

- The exercises cover various body parts, including neck, shoulders, head, hands/wrists, back, arms, feet, and eyes.

3. Mention some ways that you can do to decrease the chance of getting sore eyes during working long hours.

- Some ways to decrease the chance of getting sore eyes include performing eye rolls, using the "Palm Eyes" exercise by cupping hands over the eyes for 30 seconds, and periodically looking away from the computer to focus on distant objects.

4. What is Finger Fan?

- Finger Fan is an exercise where you spread your fingers as far apart as possible, hold the position, clench your fists, and then release.

5. How would you do an Arm Relaxation?

- For Arm Relaxation, you drop your arms and hands to your sides and gently shake them for a few seconds to release tension and promote relaxation.

**Exercise 11**

"Unleash Your Potential, Work Smart and Safe! Ergonomics Today for a Healthier Tomorrow."

**Exercise 12**

1. Room Conditions (Space, Desks, Chairs, Lights, and Windows):

- Ensure there is enough space between desks for easy movement and avoid overcrowding.

- Select chairs and desks with proper support for comfort and to reduce the risk of discomfort or strain.

- Adjust lighting to minimize screen glare and ensure sufficient natural light.

- Install curtains or blinds on windows to control sunlight and minimize reflections on screens.

2. Ergonomic Devices:

- Choose keyboards and mice that are ergonomic for comfortable and natural hand positions.

- Use adjustable monitors to accommodate different viewing heights and angles.

- Provide chairs that can be adjusted to support good posture and reduce discomfort.

3. Electrical Safety: Layout of Cables and Connectors, Hotspots for a Wireless Network, etc.:

- Organize cables to prevent tripping hazards, and make sure they are secured.

- Ensure proper grounding and insulation for all electrical outlets and equipment.

- Keep network cables and power cords away from walkways to avoid accidents.

- Clearly mark wireless network hotspots to guide users and prevent interference.

4. Notice Boards and Posters with Health and Safety Recommendations:

- Display notice boards with health and safety guidelines for computer use.

- Put up posters reminding users to take breaks, maintain good posture, and follow proper ergonomics.

- Provide information on emergency procedures and contacts for technical issues.

- Regularly update and reinforce safety messages to keep everyone informed and aware of best practices.