

UNIT 8

Workstation Health and Safety



Picture 8.1

Learning Outcomes:

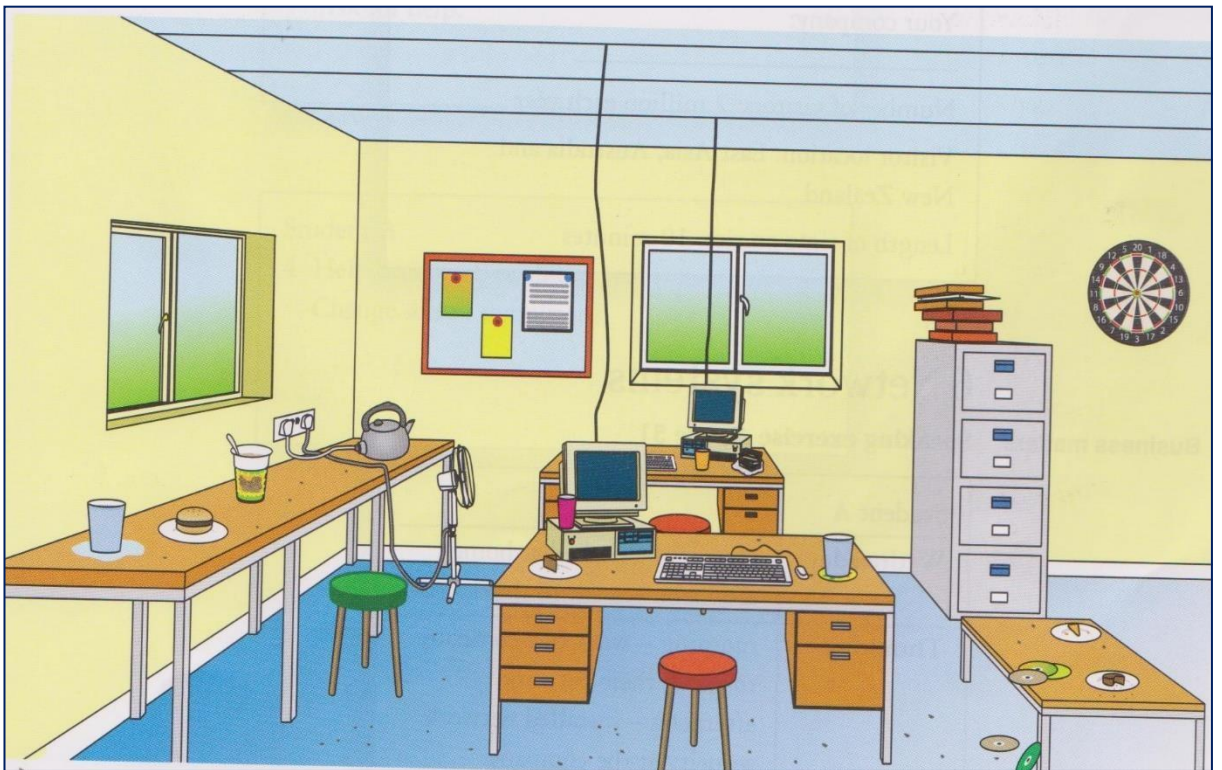
By the end of the lesson, the students are expected to be able to use appropriate English to:

- ✦ identify work health and safety problems and provide their solutions.
- ✦ identify and make rules for using company computer and computer laboratory.
- ✦ write a set of rules or procedures for using computer at computer laboratory.
- ✦ use appropriate modals for giving advice to the work health and safety issues.
- ✦ create a poster with slogan campaigning about work health and safety issues.

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Exercise 1 Work in groups. Make a list of computer health and safety problems that you have ever found at our computer laboratory or while you are studying at it.

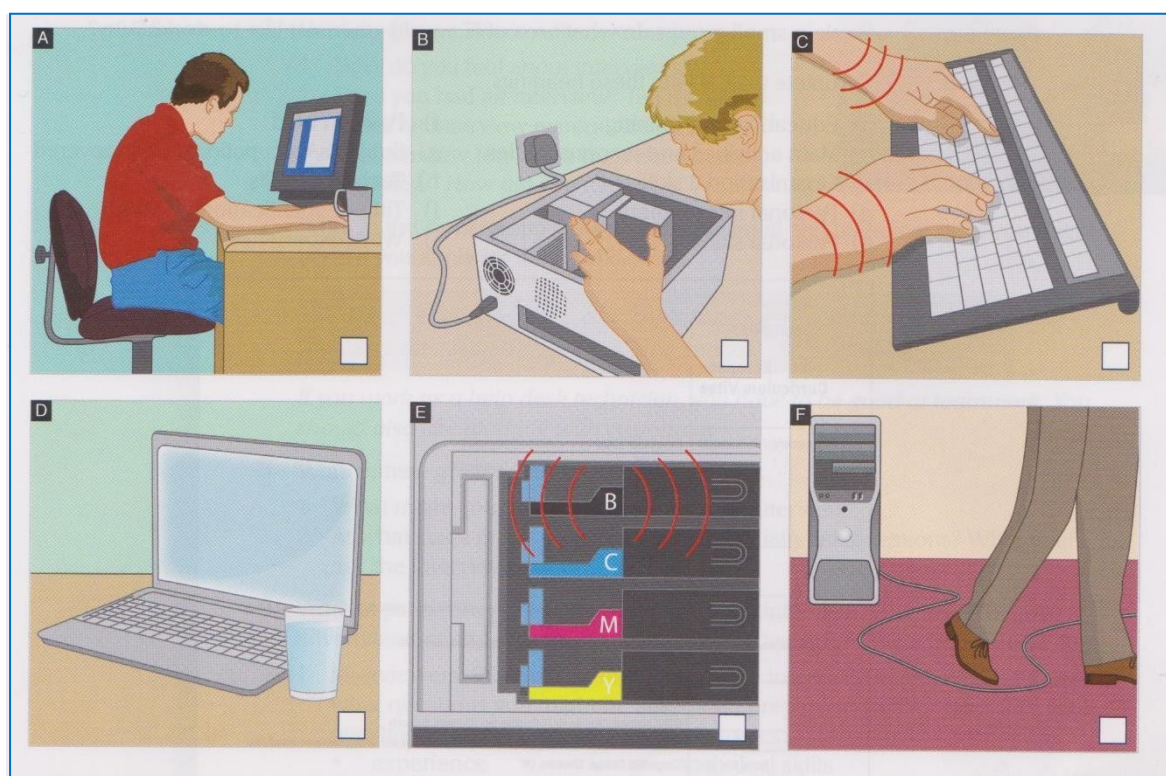
Exercise 2: Look at the picture below. What computer health and safety issues that you see? Write down as many issues as possible.



- 1) dirty/untidy room
- 2) untidy cables
- 3) place the drink near the computer
- 4) placing drinks and food carelessly
- 5) placing the computer incorrectly

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Exercise 3 Look at these pictures. Match pictures A-F to dangers 1-6 in the leaflet below. Then match dangers 1-6 to the pieces of advice a-f.



| Safety at Work | |
|--|--|
| Dangers ✕ | Advice ✓ |
| 1. backache (B) 2. electric shock (D) 3. RSI (Repetitive Strain Injury) (E) 4. trips and fall (A) 5. short circuit (C) 6. burns (F) | a. Move the cables. b. Don't bend your back while sitting at a desk. c. Let it cool down. d. Unplug. e. Keep your wrists straight. f. Don't spill your drink. |

Exercise :

4 Read the following text and answer the questions.

Complete the sentences with words from the text above.

1. Experts believe the best way to reduce musculoskeletal injuries is through _____ - designing jobs to fit people instead of making people fit the job. It can mean everything from adjusting the height of a desk to buying a new chair or overhauling a production line.
2. The Safetype ergonomic keyboard may look strange, but its makers claim that it can prevent _____ or RSI.
3. Visual problems, such as _____ and irritation, are often reported by computer users. Causes of these problems include glare, poor lighting, and focusing the eyes on the screen for a prolonged period.
4. Some companies have begun to test ways to _____ and dispose of _____. For example, Epson Portland sponsored an electronics collection day this year on Earth Day.
5. Road safety campaigners say motorists using _____ while driving are six times more likely to crash.
6. When a person is spending so much time on the Internet that their lives are affected negatively, they are suffering from _____.

1) Ergonomics

2) RSI (Repetitive Strain Injuries)

3) Eyestrain

4) Recycle, Electronics

5) Mobile phones

6) Internet addiction

_____5: Label this diagram with the advice 1-8.

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)



Read about expressions used for giving advice and declaring prohibition.

Exercise

| Giving Advice | |
|--|--|
| A strong recommendation (we use this to give advice) | You <u>should keep</u> your shoulder relaxed while you are working on your computer. |
| Declaring Prohibition | |
| A rule or requirement (we use this when it is necessary not to do this or to tell someone not to do something). | You <u>must not</u> put your glass on the keyboard. |
| | You are <u>not allowed/permitted</u> to touch these cable when your hand is wet. |

Exercise 6: Listen carefully then complete the sentences below.

- 1) You musn't Put your cup of coffe on your computer
- 2) You musn't Work without breaks
- 3) You aren't Allowed to smoke in the office
- 4) We aren't Allowed to send private email
- 5) You shouldn't Eat lunch at your desk

Exercise 7: Go back to exercise 3. Write sentences using the above expression.

_____ **8:** Read this list of rules for using a company computer. Which ones do you follow? Why?

- 1) Things you should do :
 - Keep you keyboard and screen clean
 - Always shut down your laptop computer first if you need to move it
 - Secure your hardware from sudden power surges
- 2) Things you should NOT do :
 - Do not disconnect the keyboard, mouse, monitor, printer, or any peripheral if the PC is on
 - Do not eat food or drink near the keyboard and computer

COMPUTER DOS AND DON'T

Things you should do:

- Run Scandisk regularly to check and repair your file systems.
- Connect all peripherals before you switch the computer on.
- Keep your keyboard and screen clean.
- Keep CDs and DVDs in covers and hold them by the edge when using.
- Always shut down your laptop computer first if you need to move it.
- Secure your hardware from sudden power surges.

Things you should NOT do:

- Do not disconnect the keyboard, mouse, monitor, printer, or any peripheral if the PC is on.
- Do not eat food or drink near the keyboard and computer.
- Do not blow smoke over your PC.
- Do not move or lift your desktop computer when it is on.
- Do not clean your hardware with a household polish or cleaner.
- Do not turn your computer off for lunch breaks.
- Do not load unauthorized software.

Exercise 9: Write down the computer rules/regulations that you know regarding the use of the computer and the computer laboratory at your college. Use the expressions you have learned on exercise 6-8.

- 1) Do not bring food and drinks indoors
- 2) Return the computer equipment, if it has been used
- 3) Keep the room clean
- 4) Turn off the PC, after use

Exercise

Exercise 10: Read the following text about Exercise at your Computer. Answer the questions that follows.

Neck/Shoulders

Neck Rotation: Slowly rotate your head as far as comfortable to the right, then left.

Shoulder Rotation: Circle your shoulders, then reverse directions.

Head Side to Side: Bend your neck so left ear approaches left shoulder, then repeat for right. Add a little resistance by pressing your hand against the side of your head. **Chin Tuck:** Slide your chin inward, without bending your neck up or down. This is easiest to practice initially against a wall. Tuck chin in, attempting to touch back of neck to the wall while also maintaining head contact. Don't jam your chin down to your chest.

Shoulder Blade Retraction: Pull your shoulders down and back.

Shrug: Slowly raise your shoulders toward ears and hold for a few seconds. Gradually bring shoulders down and relax.

Hands/Wrists

Wrist Flex: With your elbows on desk, gently use left hand to bend right hand back toward forearm. Hold for a few seconds, then relax. Repeat on other side.

Finger Fan: Spread your fingers as far apart as possible, hold, then clench fists, then release.

Back

Shoulder Squeeze: Raise your arms in front of body, with elbows bent and thumbs up. Pull elbows back, squeezing shoulder blades together. Hold for a few seconds then release.

Stretch Up: Sit up straight and imagine a cable attached to the top of your head. Gradually stretch to be as tall as possible, hold for a few seconds, then relax.

Arms

Arm Relaxation: Drop your arms and hands to your sides. Gently shake them for a few seconds.

Arm Rotation: Raise your arms in front of your body. Rotate arms so palms face up, then rotate so backs of hands face each other.

Feet

Toe Curl: Flex toes up, then curl toes under. Release.

Foot Rotation: Circle foot slowly from the ankle, then reverse.

Eyes

Eye Rolls: Roll your eyes clockwise then counterclockwise briefly.

Palm Eyes: Without touching your eyes, cup hands lightly over eyes for 30 seconds to rest them from light.

Look Away: Exercise your eyes by periodically looking away from your computer to focus on distant objects.

Adopted from: <https://www.uhs.umich.edu/computerergonomics#exercise>

1. What is the best title for this text?

- Desk Exercise Routine for Physical Well-being

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

- Neck, Shoulders, Head, Hands, Wrists, Back, Arms, Feet, Eyes

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

- **Ways to Decrease Sore Eyes:**
 - Follow the 20-20-20 rule: Every 20 minutes, look at something 20 feet away for at least 20 seconds.
 - Ensure proper lighting to reduce glare on the screen.
 - Adjust the computer screen to eye level.
 - Use artificial tears to prevent dry eyes.
 - Blink regularly to moisten your eyes.
 - Consider using blue light blocking glasses.
 - Take regular breaks to rest your eyes.

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. This helps in stretching and relaxing the muscles in the fingers and hands.

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. This helps in releasing tension and promoting relaxation in the arms and hands