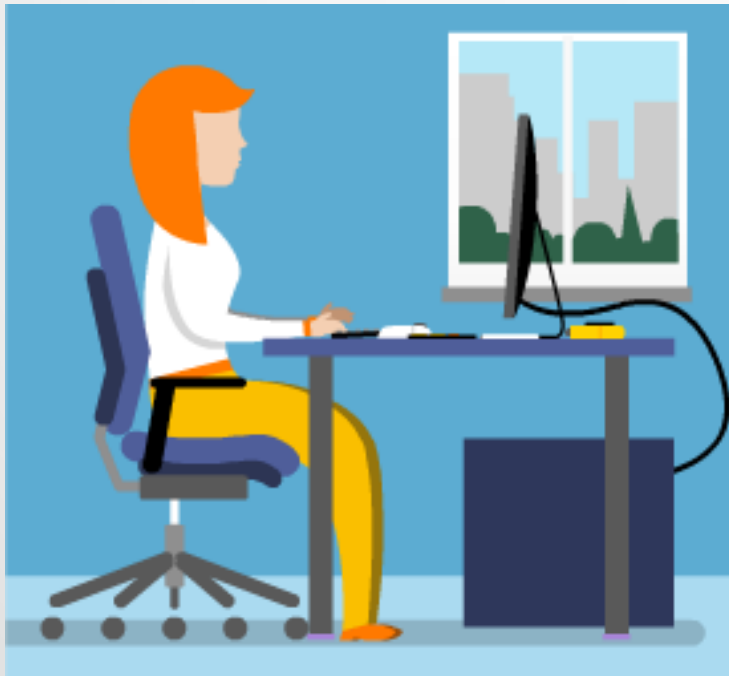


Ch 11: IT security and safety



Section 2. Workstation health and safety

Learning objectives

- Explain some rules about computer use to keep workstation health and safety.
- Give advice to computer user about workstation health and safety.

Act. 1: Computer health and safety problems

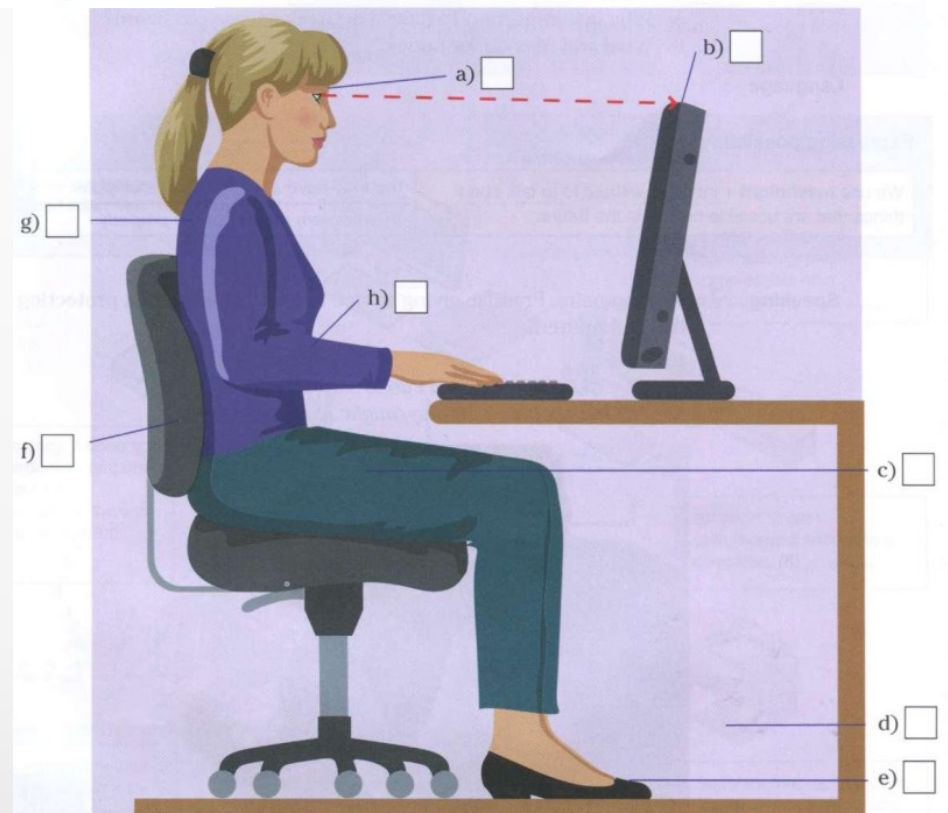
- What do you know about computer health and safety?
- Give some examples!

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Act. 1: Computer health and safety problems

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



Act. 1: Computer health and safety problems

- Which one of the advice that you usually do?
- Can you recommend other things for good computer use?
- Give some advice, for example using:

Make sure you

Act. 2.1: Talk about rules of using computer

- Explain why you should/should not do the following.

COMPUTER DOS AND DON'TS

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.
- Don't eat food or drink near the keyboard and computer. Don't blow smoke over your PC.
- Don't move or lift your desktop computer when it's on. Don't drop your laptop.
- Don't clean your hardware with a household polish or cleaner.
- Don't turn your computer off for lunch breaks.
- Don't load unauthorised software.

Act. 2.1: Talk about rules of using computer

- Give some other rules for computer use to keep the workstation healthy and safe.

1.

2.

3.