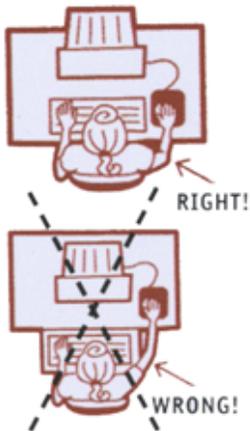


**MONTHLY
SAFETY
BRIEF**
October 2004
NAF Atsugi



Tips for Computer User



Avoid overreaching. Keep the mouse and keyboard within close reach. Center the most frequently used section of the keyboard directly in front of you.

Center the monitor in front of you at arm's length distance and position the top of the monitor 2" to 3" above seated eye level. You should be able to view the screen without turning or tilting your head up or down.



Keep your wrists straight and hands relaxed when using your pointer. Don't hold the pointer with a tight grip or extend fingers above the activation buttons. Avoid moving the pointer with your thumb or wrist. Movement should originate at your shoulder and elbow.



Reduce glare. Place your monitor away from bright lights and windows. Use an optical glass glare filter when necessary.

Take eye breaks and intermittently refocus on distant objects. Try palming your eyes in your hands to reduce eye fatigue.

Work at a reasonable pace and take frequent stretch breaks. Take 1 or 2 minute breaks every 20-30 minutes, and 5 minute breaks every hour. Every few hours, try to get up and move around.