

# Workstation Ergonomics – The Road to Comfort

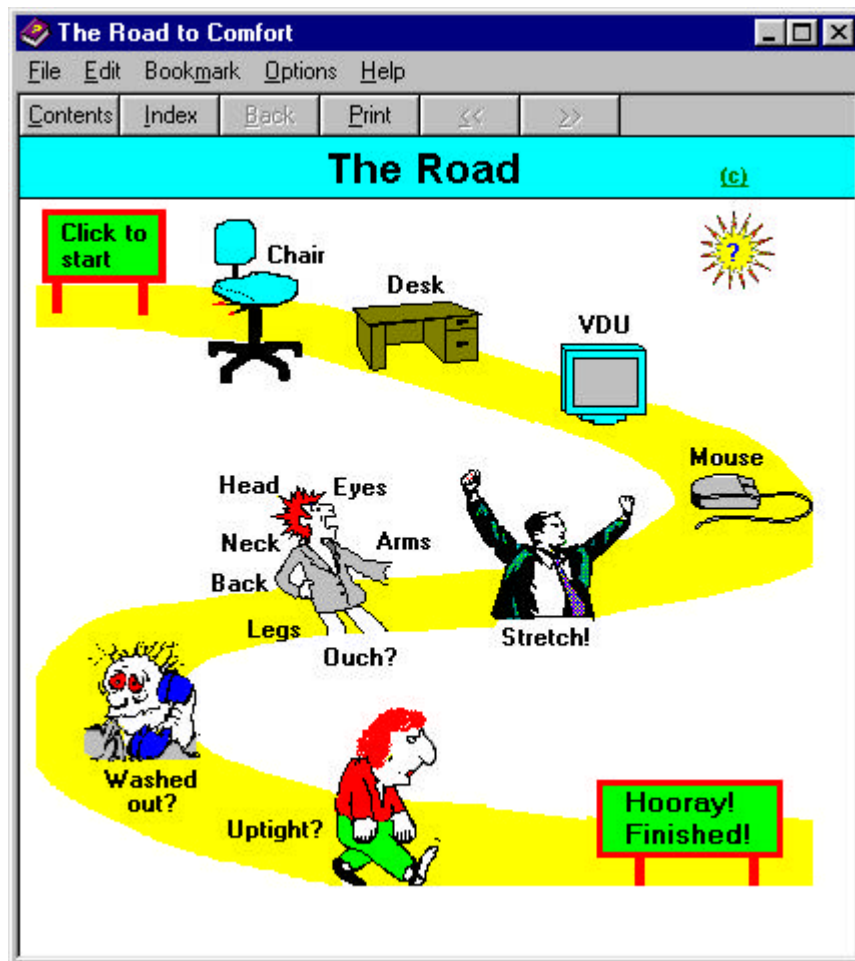
To help you to stay healthy and comfortable while you work, your organisation has purchased a new learning package,

“*Workstation Ergonomics – The Road to Comfort*”.

It is a step-by-step guide towards working with more comfort and less stress.

On your Windows desktop, you’ll find an icon for “*The Road to Comfort*” software. When you double click the icon, a window will appear which looks like this:

CERTIFICATE OF COMPLETION



This Certificate of Completion is like a travel diary. Please record your experiences as you travel “*The Road*”, and then hand the sheet back to your manager. This will act as a record of your training, and any problems that you might be experiencing will be brought to their attention.

“*The Road to Comfort*” software will remain on your computer for at least 12 months. Come back to it as many times as you like. Your visits are not recorded or monitored. The software will be updated from time to time as new information about ergonomics becomes available.


If you haven’t started the software yet, please double click on “*The Road to Comfort*” icon now. When the picture above appears on your computer screen, turn this page!

# Go through the items one by one.


First, to learn about help files and training cards, go through steps 1 to 4:

The screenshot shows a window titled "The Road to Comfort" with a menu bar (File, Edit, Bookmark, Options, Help) and tabs for Contents and Index. A yellow path winds through an office scene with icons for Chair, Desk, VDU, and Mouse. A character is shown stretching. A "Click to start" button is highlighted. A callout box explains: "1. On your computer screen, click here to learn how help files work". Another callout points to the chair icon: "2. Then click on the chair, and this training card will pop up". A third callout points to the chair diagram in a training card: "3. Move your mouse cursor onto the chair backrest. The cursor changes from an arrow to a hand; click, and you will find out more about backrests. All of the pictures in the Pocket Ergonomist have extra information like this." The training card includes text: "Get familiar with", "Click on the chair diagram for more information.", "Then look at your own chair, and identify what its knobs do.", and "Is my chair suitable?". A "Next" button is highlighted. A final callout points to the "Next" button: "4. When you click on the green 'Next' box, the next training card for the chair appears." The path ends at a "Hooray! Finished!" sign.


When you have clicked on the green "Next" button, work through the remaining training cards for the chair. At each step, sign your initials or make notes in the tables below:


 <b>Chair</b>	<b>Table 1. The chair</b>	Sign your initials when you have finished each step, or note any problems
	Adjust the backrest height and angle	
	Adjust chair height	
	Adjust seat base tilt (if fitted to your chair – it's optional)	
	Do you need a footrest?	


When you've finished the last training card for the chair, you'll find yourself back on "The Road". Now click on the "Desk" icon to open the desk training cards.

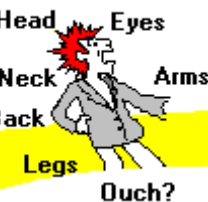
 <b>Desk</b>	<b>Table 2. Desk</b>	Sign your initials or note any problems
	Identify the type of task you do, and decide whether your desk is suitable	
	Clear your desk of things you don't use	
	Place frequently used things close	
Group your work into sensible chunks		

Keep working through the items on the “The Road”:

 <p><b>VDU</b></p>	<b>Table 3. VDU</b>	Sign your initials or note any problems
	Adjust VDU height	
	Push it away or bring it close for comfort	
	Reduce reflections and glare	
	Check refresh rate (flicker)	
	Adjust brightness and contrast	

 <p><b>Mouse</b></p>	<b>Table 4. Mouse</b>	Sign your initials or note any problems
	Check that your mouse is appropriate for the task you perform	
	Put your mouse in the right place	
	Use a safe workstyle	

 <p><b>Stretch!</b></p>	<b>Table 5. Stretching exercises</b>	Sign your initials or note any problems
	Read through the exercises	
	Read the precautions about neck exercises	
	Gently try out each exercise – don’t overdo it, and don’t do them if you don’t feel comfortable	

 <p><b>Ouch?</b></p>	<b>Table 6. Ouch?</b>	Sign your initials or note any problems
	Click on the head to learn about the causes of headache	
	Now click on each part of your body. If you feel sore, note what you can do about that.	

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	<b>Table 7. Washed out</b> (Tired, drained, exhausted)	Sign your initials or note any problems
	New at the job	
	Job is unclear	
	Too many unfinished tasks	
	Interruptions / telephone	
	Frustration	
	Deadlines	

	<b>Table 8. Uptight?</b> (Angry, resentful or hostile)	Sign your initials or note any problems
	Feeling put down	Your initials here will simply state that you have read through these items in " <i>The Road to Comfort</i> ". You don't have to write anything else, but feel free to do so if you wish:
	Not in control of your life	
	Not having fun	
	Bored	
	In the wrong job	
	Incidents in your past	

	<b>Table 9. Use the Index and Print features</b>	Sign your initials or note any problems
	Click on the Index button, type "Tel" into the box, and display the topic "Telephone".	These exercises are optional– they are simply to ensure that you know how to use Help files.
	Click on the Contents button to return to the opening page	
	Print the opening page using the Print button.	

Now please fill in the section below as a record that you have worked through the training program, and return this Certificate of Completion to your supervisor. You can access the program at any time from the "*Road to Comfort*" icon on your desktop.

Name (Please print):	Department:
Signature:	Date