

Task Twelve Health and Safety

When you are working with computers as I have done to produce my coursework, there are certain rules that you should follow. Any employee who works with computer on a daily basis are protected by these rules as the employer must adhere to them.

The Health and Safety at Work with computers has rules such as:

- There should be no trailing wires that could be tripped up over
- The Monitor should not have its back to an open window
- The room should be well lit and not too dark as this can increase the glare from the monitor
- The room should have adequate ventilation as computer can generate a large amount of heat cause the room to get up to uncomfortable temperatures
- Whilst working with a monitor you should take regular breaks to avoid eye strain and becoming fatigued
- You should also take regular breaks to make sure that your joints don't get locked into the same position this could cause joint problems over a period of time.
- You must sit in a chair that is adjustable so that your eyes are level with the monitor screen and that your lower back is supported
- If using the keyboard and mouse for several hours each day a mouse mat and keyboards support containing gel should be made available to help prevent repetitive strain injury
- Drinks and snacks should be kept well away from the keyboard as if they come into contact with working parts of the computer they can cause terrible damage

General Health and Safety rules in a working environment are:

- Don't lift heavy objects and wherever possible crouch down to lift objects from the floor to prevent straining your back
- Always close fire doors
- Always make sure doors and windows are securely shut at the end of each day
- Never leave drawers or cupboard doors open where someone could trip over them
- Always turn off electrical items when not in use

My working environment adheres to all health and safety rules and I had no problems with any aspects of Health and Safety whilst producing my project.