Don't let your PC Monitor wear your eyes out. Even though computers have provided great benefits to the workplace, they present ergonomic challenges.

Here are some ergonomic tips for the setup and use of single- and dual- monitor computer workstations. Remember that in ergonomics, the objective is to fit the task to the worker and not the other way around.

The Neutral Position

The purpose of these suggestions is to keep your neck in a neutral posture, reduce eye strain and maintain good visibility. This especially is important when you spend many hours each day looking at your computer screen.

Positioning the Monitor

Depth and height of the monitor probably are the most commonly misunderstood variables. Although the recommendations have not changed to incorporate thin monitors, the use of thin monitors allows for more flexibility and ease of adjustment. To properly position a single and dual monitor, you should:

- Place the monitor directly in front of you.
- Ensure the monitor is at arm's length from you (18-28 inches).

- Position the top useable line of the monitor at a height where your neck is straight.
- Place the monitor at eye height for people who do not wear glasses or contacts or those who have single prescription lenses, and below eye height for people who wear bi-focals, tri-focals or

progressive lenses.

Dual Monitors

The use of a dual-monitor computer workstation is becoming more popular in offices. Advice concerning the ergonomics of a dual-monitor workstation can be confusing.

Like with a single-monitor workstation, the focus of ergonomic

advice is on maintaining a neutral neck posture. This can present challenges when you are trying to look at another monitor, or switching frequently between monitors.

Duration of use

Many hours (or even all day) spent looking at a computer monitor can take a toll on both your body and your productivity. These long periods of monitor use have the potential to cause eye strain, which can lead to irritation, itchiness and headaches. The reason for this is that looking at a screen means your eyes maintain a constant depth of focus. To alleviate this issue:

- Look away from your monitor every 20 minutes.
- Focus on something at least 20 feet away.
- Do this for at least 20 seconds.

This is referred to as the 20/20/20 rule, for obvious reasons. The purpose of this exercise is to change the focus of your eyes, allowing the muscles in your eyes to relax and change from the otherwise constant focus.

The monitor is just one element that needs attention in the adjustments to your computer work space. Contact DTRIC's Risk Consulting Services if you need assistance in setting up the rest.

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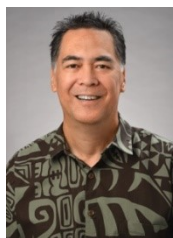
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About DTRIC Insurance Risk Consulting Services

The Risk Consulting Services team at DTRIC Insurance is designed to help you reduce accidents and injuries in the workplace. Our approach involves our proven **A.I.M.** process that is easy to understand and simple to implement.

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A N A L Y Z E

We start by helping you understand and assess your current situation with services including:

- Safety audits
- Property and liability hazard surveys
- Accident investigation training
- Graphical analysis
- Job hazard analysis

I N F O R M

Keeping your team members informed is essential to success. We'll help you:

- Develop a safety committee
- Provide educational resources
- Work with your management team to develop their skills and knowledge of regulations
- Address loss trends with training on key issues
- Open communications within your organization

M O T I V A T E

The more safety is promoted in your workplace, the more motivated your team members will be to make safety a top priority. Whether you motivate with promotions, incentives or recognition, we'll help you develop a results-driven method to encourage safety at all times.

DTRIC's Risk Consulting Services team will work closely with you to create a program to effectively improve your bottom line.