

PLAYING IT **SAFE**

Be safe and healthy on the job with these helpful tips provided by
Crendon Insurance Brokers Ltd

Tips for Safe Laptop Use

Ergonomic and safety precautions for mobile workers

Laptops have made working remotely from home or at a client location much easier. However, the compact design of these machines creates some inconveniences.

The fixed design of laptops poses ergonomic dangers to users. If the keyboard is in the optimal position for the user, then the screen generally is not.

As well, mobile technologies are extremely susceptible to theft. Someone can easily walk away with your laptop, exposing your equipment, your data and your company to great risk.

Tips for Your Comfort

- Maintain an arm's length distance between the screen and your eyes to prevent eye strain. Try to keep the screen at eye level to avoid constantly slouching or looking down.
- Use a full-sized keyboard and mouse whenever possible. Attach these devices to your laptop and position them appropriately.
- Sit up straight, keeping your shoulders, hips and ears aligned. Also, make sure your hips are slightly higher than your knees.
- Do not rest your wrists or palms on the table or laptop while typing. Instead, keep

your wrists straight and position the keyboard at elbow height.

- Take short breaks and stretch every 20 to 30 minutes to allow your body to recover from any strain.

Precautions for Safe Use

- Never use an incompatible replacement battery or charger with your laptop. If you are unsure if one is compatible, contact the computer manufacturer.
- Be careful not to get the laptop or battery wet. Though they dry over time, moisture will corrode the circuitry, posing a serious safety hazard.

Protect Your Property

- Keep your computer and data password protected.
- Make sure to keep your laptop in sight at all times. If you need to leave your laptop for a short period, lock it to a workstation.
- Regularly back up your data and documents to an encrypted external drive or via cloud.



Finger Fatigue

Ever experience soreness in your hands and wrists after a day of using a laptop? Laptop track pads use far fewer muscles than a traditional mouse, but this can cause more harm than good. The increase in static muscle tension in your fingers can cause fatigue in your hands and wrists.

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