Author:	Heidi Worten	Revision #:	1
Approved by:	Len Sanderson	Date Issued:	October 1, 2004

SAFE OPERATING PROCEDURES

Computer Data Entry   SOP 10-3

Hazard Review

Repetitive Motion Illness	Carpal Tunnel Syndrome	Back Discomfort
Neck Strain	Headaches	Eye Strain

1) Adjust seat height and backrest angle to fit the user in a seated position. Thighs should be parallel to the floor or sloping downward slightly. Adjust footrest for proper height and angle.
2) Adjust keyboard to keep forearms parallel to the floor, or sloping downward slightly. Use wrist-rests if necessary to maintain neutral position when needed.
3) Maintain correct hand and wrist posture when entering data. Keep wrists in a neutral position.
4) Position documents roughly perpendicular to the line of sight using a document holder and maintain monitor at eye level. Eyes should look straight ahead or downward 10 to 15 degrees.
5) Locate video display terminals away from windows and/or use anti-glare screens when needed.
6) Use caution when working behind CPU equipment because of multiple cords.
7) Repetitive motion illness develops over an extended period of time. Learn work habits that reduce risks. These include properly adjusting your work station, taking breaks at least every two hours (more often if you are having symptoms) and performing stretching exercises.

Related SOP's

General SOP's................................Chapter 10