

The Ergonian

A monthly newsletter for the Oregon State Agency office ergonomic community

January 2006

Laptop Computer

Laptops generally violate basic ergonomic design requirements because of the focus on functionality. This means that you should pay special attention to how you use your laptop. How often do you use your laptop? Are you a full time user who utilizes their laptop at their office desk? Or are you an occasional user who only uses it "in the field" or on the go? Full time users have a higher probability of developing cumulative trauma injuries. If you use your laptop at work as your main computer you should consider the following:

- Elevate your laptop so that you do not have to bend your neck in order to see the screen. You can do this by using a computer monitor pedestal or other stable support.
- Try using a separate keyboard and mouse. You should be able to connect a keyboard and mouse directly to the back of the laptop or to a docking station
- Use the keyboard on a negative tilt keyboard tray to ensure a neutral wrist posture.
- Try and use the mouse on an adjustable position mouse platform
- Complete a basic ergonomic self-assessment with your Ergonomic Assessment form.

The smaller the laptop, the smaller the keyboard, so make sure that you can comfortably type on a keyboard that may be only 75% the size of a regular keyboard.

SAIF Ergo Assessor Training Date

February 21, 2006
8:30am – 11:30pm
@ SAIF Corporation

For more Info Contact:
wenqui@saif.com

Common Keyboard Shortcuts

Managing a File	
Functions	Shortcut Keys
Open File	Ctrl - O
Create a new Document	Ctrl - N
Save a document	Ctrl - S
Print	Ctrl - P

Note: Press and hold the first key listed then press the second key

RESOURCE CENTER

<http://www.oregon.gov/DAS/Risk/ergoqguide.shtml>

<http://www.cbs.state.or.us/external/oshapdf/pubs/1863.pdf>

<http://www.ergonomics-information.com/>

Ergo Assessor Graduates

Congratulations to the following employees that completed their **3** required ergonomic assessments, and have officially graduated!

DAS - Tracy Richardson; **DCBS** - Craig Baldwin, Cory VanHouten; **DEQ** - Jerry Cotter;

DHS - Dean Davis; **DOJ** - Janice Garman, Angela Gass, Sheree Tyner, Karen Mantecon;

Energy - Erin McDermott; **ODOT** - Katie Cooper; **ODPR** - Virginia Barker