

S112: Use occupational and safety guidelines when using keyboards

Overview: Position the relevant parts of the body safely when typing at a workstation.

Links: Document Production; IT; Health, Safety and Security of People, Premises and Property

Specific skills: • Communicating • Planning • Problem solving

Performance Indicators

1. Follow the concepts of ergonomic practice related to typing
2. Follow relevant occupational health and safety guidelines
3. Position relevant parts of the body in relation to the size, slope and type of keyboard being used
4. Position relevant parts of the body in relation to the size and shape of the workstation being used
5. Maintain and care for the workstation being used for typing operations

Knowledge & Understanding

- A. Concepts of ergonomic practice relating to typing in accordance with occupational health and safety guidelines
- B. Organisational occupational health and safety guidelines
- C. How to position fingers, wrists, forearms and back in relation to the size, slope and type of keyboard
- D. How to position fingers, wrists, forearms and back in relation to the size and shape of the workstation being used
- E. Workstation care and maintenance in relation to typing operations