Organization of the Workspace Environment Equipped with a Personal Computer

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Goal and aims of presentation

- Goal of the presentation: provide information about basic workplace conditions.

- Aims of the presentation:
  - Provide info about production facilities and working conditions;
  - Articulate on taking care of your health;
  - Show rationing of indoor climate, lighting and noise;
  - Provide details about ergonomic requirements for the workplace.

Production facilities and working conditions.

- First of all, demark two zones: computer and non-computer ones.

- A **computer zone** is for work, as it is a place where you have a writing desk with a computer. Freelance workers may complete tasks, write emails, and surf the Internet here.

Computer zone

Production facilities and working conditions.

- A **non-computer zone** is for relaxing. Go to this zone when you want to take a break or boost inspiration. Display a quote or painting that inspires you, have books you like easily accessible, and use mobile gadgets (a phone or a tablet) to keep working here (if you need to).

- Don't hesitate to spend some time organizing your workspace, as it can boost spirits and increase productivity. As people say, *"Do what you love, love what you do."*
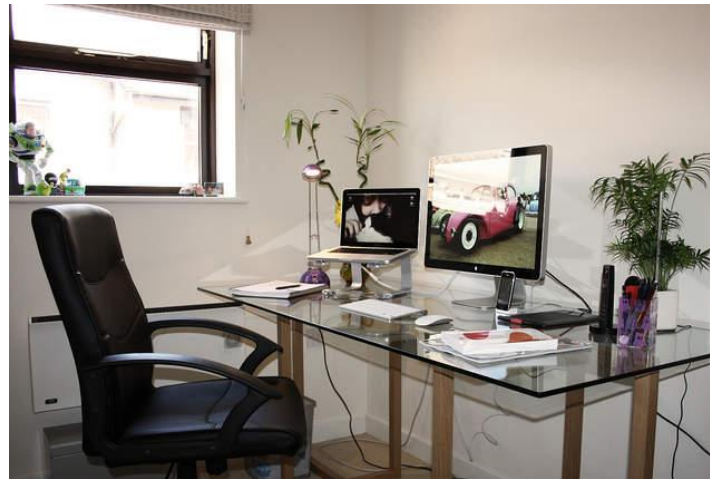
Take Care Of Your Health

Take Care Of Your Health

- No matter where you work, whether from home or an office, you need to stay healthy. Being a healthy person will likely allow you to achieve better results with your work. This includes eating healthy meals, taking breaks, and exercising. Unfortunately, people poison their health, even without knowing that.

If you want to stay healthy, add some comfort to your workspace:

- ► Pick up **a comfortable office chair** that supports the lower back

- ► Use **mini elliptical trainers** to do some physical exercises while working

- ► Get **live plants** to clean the air

- ► **Stand up from time to time** to reduce a risk of health diseases

- ► Use **a standing/sitting desk** to change your position

Living in the digital era, you know the importance of modern gadgets. However, you need to remember to change the brightness level and the color temperature of your computer screen.

Rationing of indoor climate, lighting and noise

- There are several ways to improve your indoor climate. Using lots of plants, for instance, is a good way to create a lot of oxygen in your workspace. Plants like Areca Palm, Money Plant, Mother-In-Law's Tongue are helpful for that.

"The Living Room Plant"	"The Bedroom Plant"	"The Specialist Plant"
Areca Palm	Mother-in-law's Tongue	Money Plant
(Chrysalidocarpus lutescens)	(Sansevieria trifasciata)	(Epipremnum aureum)

List of plants optimal for indoor conditions

Rationing of indoor climate, lighting and noise

► There should be enough light, as well. Try using natural lighting and have enough windows. If not possible, use lots of indoor light. Use ceiling fans whenever possible.

► Try to minimize noise from outdoors. Location of your workspace is important here: don't work near highways, railroads, airports and so on.

Optimal Indoor Lighting conditions

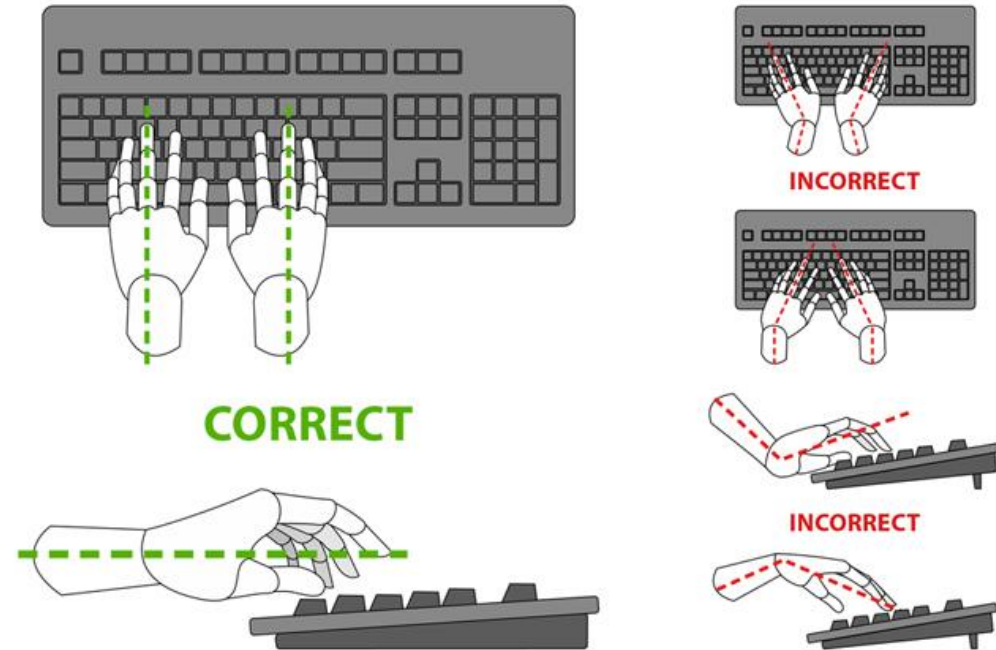# Ergonomic requirements for the workplace

► We spend a lot of time sitting at our desks every day, and while it may not look like it, it can wreak havoc with our bodies.

► Some of you may not realize how unfriendly your workspace is to your body, while others of you have already started experiencing repetitive strain injury (RSI) from an improperly set up desk. A number of different factors can cause injuries (yes, even at a desk), and they may not always be obvious—for example, slouching and keeping your shoulders tense can not only cause pinched nerves in your shoulders, but even hurt your wrists.

Use optimal posture while working to have a healthy spine.

Disposition of the main and auxiliary facilities (computer equipment)

► By not sitting with correct posture, keyboard position, it is easy to injure yourself.

► Adjust your armrests accordingly.

► Sit close to your keyboard.

► Adjust the keyboard height.

► Position your monitor properly: it should be 45-70 cm away from you.

► Always take small breaks every now and then.

Optimal hand position for working with keyboard

Thank you for your attention!

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