

A Cumulative Trauma Disorder (CTD) is a condition of wear and tear on tendons, muscles and nerves which results from cumulative overuse. Computer users are particularly susceptible to CTDs, sometimes called Repetitive Stress Injuries. To help reduce the risk of these injuries, it's important to use the right equipment, correct typing techniques, and good work habits. If you spend long hours using a computer, take these precautions:

**Tone: Parody/Actuality**

**Key Training Points:**

- In setting up your workstation, select the right chair and adjust the chair to fit your height.
- Adjust the chair height so your feet rest comfortably on the floor, with your legs forming approximately a 90 degree angle at the knees.
- Adjust the seat and backrest to support a comfortable posture, with support to the lumbar region of the spine.
- Place your computer monitor so it's 18 to 30 inches from the eyes, with the top of the screen at or just below eye level.
- Place keyboards at approximately seated elbow height. Position yourself so your upper arms and forearms form a right angle. Keep your wrists in line with your forearms and not bent.
- If you use an input device such as a mouse, make sure it is at the same level and at approximately the same distance as your keyboard.
- Take advantage of scheduled breaks to get up and move around, stretch, or exercise. Also, take mini-breaks to do other tasks or even stretch or exercise at your desk.
- Be alert for symptoms of CTDs. These may include back pain, tingling or numbness in the fingers and hands, pain in the wrists and hands, or neck and shoulder pain.

**Answers: 1. A, 2. D 3. B 4. C, 5. D**