# STANDARD OPERATING PROCEDURE

## TASK: KEYBOARD OPERATIONS

**SOP No:** UPWW.QPC.SOP010  **Version:** 1.2  **Date:** 22 March 2006

**Dept/Div/School:** Division of Facilities Management

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### HAZARDS:
- Repetitive strain injury
- Eye discomfort from glare and reflection
- Damage to wrists and forearm muscles
- Back and neck strain

### BEFORE YOU START
- Ensure your workstation is set up for you in accordance with CSU OHS recommendations. See “Workstation Ergonomics” and “Workstation tips” located on OHS website [http://www.csu.edu.au/division/healsafe/AtoZ.htm](http://www.csu.edu.au/division/healsafe/AtoZ.htm)

### NEVER........................
- Work at a poorly setup workstation
- Work continuously without appropriate breaks
- Continue to work if you are injured or pain occurs.

### JOB STEPS
- Set up / adjust workstation.
- Break repetitive work with non-repetitive tasks and/or rest breaks for a few minutes every half hour.
- Look into the middle distance or close the eyes and breathe deeply 8 or 9 times.
- Do recommended exercises twice a day.

### WHEN YOU FINISH

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*Approved by: .................. Date: ................*

*Revised by K Simpson 22 March 2006*