23 OFFICE SAFETY

CASE STUDY

Hamer & Taang, a management consulting firm, will be moving to new offices later in the year. The move provides a good opportunity to make some improvements in the working environment. It seems that computers have proliferated in the workplace so quickly that they're perched on almost every flat surface-hardly an ideal arrangement. Marian Muhammad, supervisor of the word processing department, has been asked to prepare a list of any new furniture and equipment that will be needed in her area.

- 1. What are the primary components of an individual workstation in Marian's area?
- 2. The workers in word processing come in all sizes. What is the correct height at which to position a computer monitor?
- 3. A few of the word processing employees complain occasionally at the end of the day about backaches. What can be done to relieve this problem?