



ICT NEWSLETTER

January 2009 Issue

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"I take care of myself because I learned early on that I am . responsible for me." – Halle Berry

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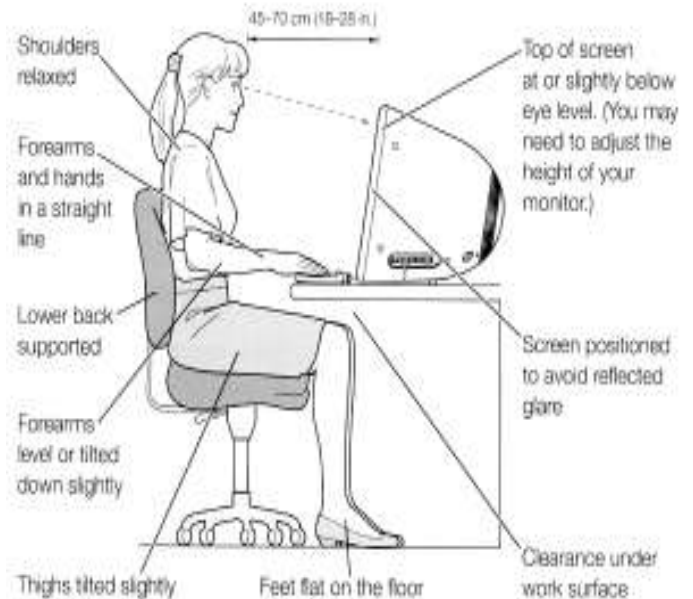
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Ergonomics

Ergonomics is the study of efficiency, comfort and safety of people in their working environment.

The diagram on the right shows basic ergonomical setup for an office computer. This can greatly minimise muscle discomfort, fatigue and stiffness.

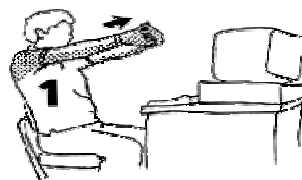
The bottom diagram shows a few simple exercises that you can take to stimulate blood flow and help you to relax during working hours.



Computer & Desk Stretches

Approximately 4 Minutes

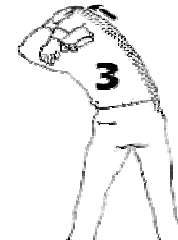
Sitting at a computer for long periods often causes neck and shoulder stiffness and occasionally lower back pain. Do those stretches every hour or so throughout the day, or whenever you feel stiff. Photocopy this and keep it in a drawer. Also, be sure to get up and walk around the office whenever you think of it. You'll feel better!



10-20 seconds
2 times



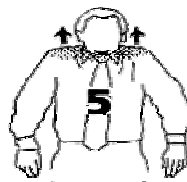
10-15 seconds



8-10 seconds
each side



15-20 seconds



3-5 seconds
3 times



10-12 seconds
each arm



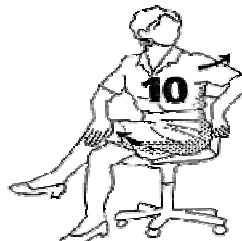
10 seconds



10 seconds



8-10 seconds
each side



8-10 seconds
each side



10-15 seconds
2 times



Shake out hands
8-10 seconds

IT STAFF
Hint of the Month

COMPUTER MAINTENANCE GUIDELINES

Computers tend to wear out with time but proper maintenance and care can prolong their lives and keep them running smoothly.

- 1) Keep your computer cool to avoid overheating.
- 2) Keep your workstation clean and dust free.
- 3) Do not eat or drink near your workstation.
- 4) Be careful of virus transfer through sharing of flash drives and other removable devices.
- 5) Scan all removable devices before they are used.
- 6) Change your login password once in every two months.
- 7) Regularly Update and Run your anti-virus.
- 8) Close all programs and Shut Down your computer before you leave for the day.
- 9) Make sure Windows has fully Shutdown before turning the computer off from the main power switch.

