



Health and Safety at Work Act 1974

Anyone entering these premises
must comply with regulations
covered by the above act.

TOUCH OF TECHNOLOGY HEALTH AND SAFETY

Prepare yourselves for the demands of an increasingly digitalised, automated and data driven world! (Linkedin)

- Protect your personal information with strong passwords

- Practice safe downloading and browsing

- Understand your privacy policies and review your privacy settings

- Increase your online security using unique passwords



- Browse the web safely and stay away from pirated emails

- Use a secure file sharing solution to encrypt data

- Invest in security updates and back up important data

(Images used from google & research carried out on the internet)



Ensure seat height is correctly positioned in line with the computer and lower back is supported.

Maintain a level of desk height with feet flat on a surface or use a foot-rest.

Take frequent breaks in between screen time and stretch your muscles.

Use extra pillows or padding for comfort on your chair for extra support.

Avoid extra bright screens for sensitive eyes and wear the appropriate glasses or contact lens to avoid strained eyes.



Keep your computer or device in a safe place to limit physical access by theft or hackers.

Physically secure your system by adding internal locks and password. Installation of tracking software can alert you of the location of your device.

Using antivirus softwares can prevent your computer from malicious software and other threats.

Restricting account users and privileges will ensure no malicious programs are operated and it will prevent hijack and infect your system.

Prevent harmful emails as this may infect your computer and this may result in stealing data

Always keep firewalls active and do not disable as this maintains protection.

Make sure your WIFI connection is secure so you can do things properly. Please keep all wires and loose items tucked away from desk station to avoid tripping.

Keep software updated as it keeps your computer less vulnerable.

Using antivirus can quickly detect and remove malware before it can cause serious damage. Accepting emails or pictures from someone you do not know can cause viruses, only download from trusted providers or websites.

Health and safety while using computers.
Operating safely and comfortably

Keep desk station and surroundings clear of any hazardous items near your computer to prevent spillages and accidents.

Keep yourself hydrated and maintain eye breaks every hour to exercise the eyes

Do not share your personal information with anyone you see online.

Keep wet items and drinks away from desk area.
Report any damaged equipment to management or IT staff.