



LABORATORY USAGE INSTRUCTIONS

1. It must be used during the hours specified in the laboratory course schedule.
2. Care should be taken to enter the computer classroom in order.
3. At the end of the lesson, computers must be shut down in accordance with shutdown rules.
4. Desks, chairs, sofas, etc., used in the laboratory should be left in an orderly manner.
5. Food and drinks (except water) should not be brought into the laboratories. Users must keep their water bottles closed and take necessary precautions to prevent damage to the computers.
6. Shoes should not be worn with mud, hands dirty, and clothes dusty when entering.
7. Students and staff may use any available computer in the laboratories.
8. Work environments should be kept clean and orderly.
9. Tobacco products such as cigarettes cannot be used in the laboratories.
10. Loud conversations that disturb the quiet and calm environment of the laboratories should be avoided.
11. Behaviors that could damage the computers and equipment in the laboratory are prohibited.
12. Actions that prevent the operation of computer operating systems and installed software are prohibited.
13. Computers belonging to instructors and the projection device in the laboratory should not be used without the instructor's permission under any circumstances.
14. No tools or equipment in the laboratory should be taken outside without the permission of the instructor.
15. When working with computers in the laboratory, attention should be paid to sitting in accordance with ergonomic seating instructions.
16. Outlets and fuses in the environment should not be tampered with.
17. Unauthorized devices should not be touched. The laboratory should be used during the hours specified in the class schedule.

ERGONOMIC RISK FACTORS AND MEASURES WHEN WORKING WITH COMPUTERS

1. The table height should be 65-70 cm.
2. It should be an adjustable, movable, ergonomically designed chair that fits the lower back and is flexible.
3. The chair angle should be 110 degrees and supported by a lumbar pillow.
4. Knees should be at a 90 or 110-degree angle.
5. Sit upright.
6. Feet should be flat on the ground or placed on a footrest.
7. The distance from the user to the computer should be 50-70 cm.
8. Keep your head straight.
9. Arms should be horizontal and slightly raised.
10. Elbows and hands should be in line.
11. The monitor should be slightly below eye level and directly in front of you.
12. When using the mouse, the wrist should be straight, otherwise carpal tunnel syndrome may occur.

