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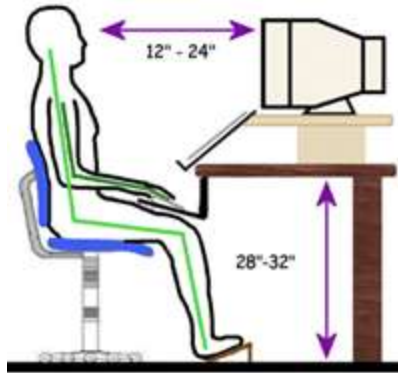
Wednesday, March 9, 2011

What is Ergonomics?



According to Merriam-Webster:

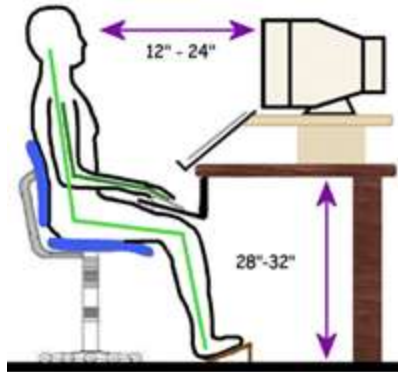
An applied science concerned with designing and arranging things people use so that the people and things interact most efficiently and safely – called also biotechnology, human engineering, or human factors



Focal Points of Proper Ergonomic Work Station

Desk:

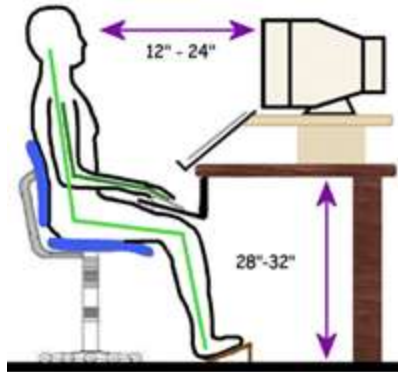
- Be able to sit comfortably with elbows at the side and a 90 degree angle
- Feet should be flat on the floor or on a footrest
- Underneath desk should be free and clear of objects and equipment



Focal Points of Proper Ergonomic Work Station

Computer:

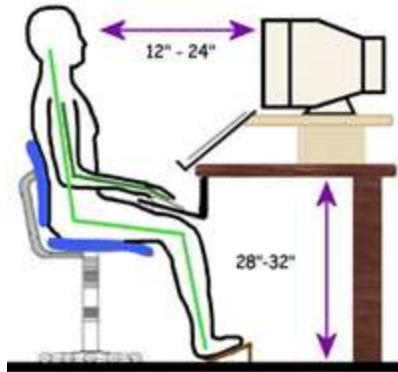
- Monitor, keyboard, any source documents and the employee should be aligned
 - Monitor:
 - Height: First line of read should be at eye level
 - Distance: At an arm's length
 - Mouse:
 - Adjacent to and on same level as keyboard to avoid extended reaching.
 - Move keyboard to side and place mouse/pad directly in front of shoulder when performing mouse-intensive or numeric pad tasks.



Focal Points of Proper Ergonomic Work Station

Computer cont'd:

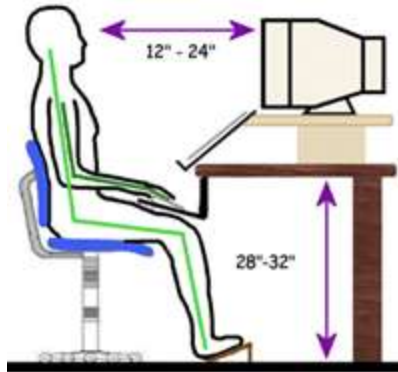
- Keyboard:
 - Centered directly in front of the employee
 - Should be typing at neutral 45 degree angle
- Source Documents:
 - Adjacent to the computer monitor or between the monitor and keyboard to limit repetitive turning of the head



Focal Points of Proper Ergonomic Work Station

Chair

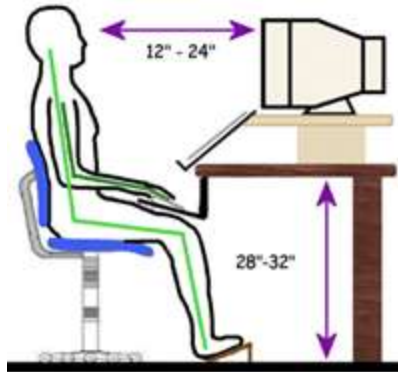
- Posture counts!!!
- Hip-torso angle of an open 90 degrees, shoulders relaxed, lumbar support at neutral position (not bent)
- Sit back in the seat pan of the chair letting the backrest support back
- Hips should not be slid forward in the chair's seat pan
- Swivel to retrieve items instead of twisting or bending



Focal Points of Proper Ergonomic Work Station

Lighting

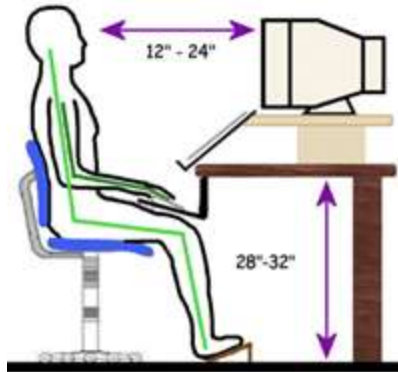
- Place monitor away from direct light source.
- May tilt monitor down slightly to avoid glare from overhead lights



Focal Points of Proper Ergonomic Work Station

Telephone

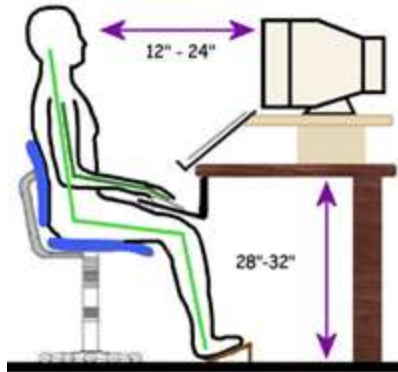
- Hand set should NEVER be cradled between the neck and shoulder
- Telephone should be placed on the non-dominant side of the work area and within easy reach
- Headset should be used if one is multitasking between the computer and the telephone



Focal Points of Proper Ergonomic Work Station

Files and Books

- Keep items used most frequently close to reach (within 18 inches)
- Heavy items stored on overhead shelves should be picked up with both hands
- Heavier binders should be broken down to smaller binders to avoid heavy lifting
- Work area should be organized offering maximum amount of work space



Focal Points of Proper Ergonomic Work Station

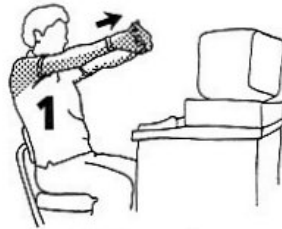
Work Flow

- Take mini stretch breaks and alternate job tasks
- Printers should be located off of the desk if possible

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 these 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