

Risk Management Department



Office Ergonomics



Office

Ergonomics



Introduction

In order to prevent injuries, reduce stress and improve work productivity, APS has developed this training to provide you the knowledge to help yourself deal with deal with ergonomic issues in your workplace.



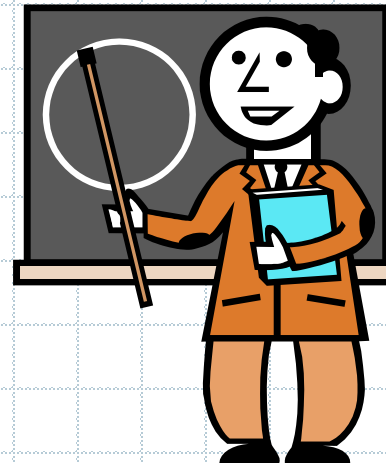
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Introduction

In this training we will cover:

- What is ergonomics?
- Why is it important?
- Ergonomics problems



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What is Ergonomics?

The word “Ergonomics” comes to us from Greek words -

- Ergo – from the Greek word meaning work
- Nomos – from Greek word meaning natural law



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What is Ergonomics?

Ergonomics is defined as the science of designing work according to the laws of nature, or making the job fit the person rather than making the person fit the job.



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Why is Ergonomics Important?

- Makes the job easier by adjusting the job to the worker
- Makes the job more pleasant by reducing physical and mental stress
- Improves productivity
- Helps district achieve its goals
- Prevents injuries



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Why is Ergonomics Important?

Poor ergonomics causes:

➤ Eye Strain



➤ Musculoskeletal Disorders



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Why is Ergonomics Important?

Eye Strain

- Dry Burning Eyes
- Blurred Vision
- Delayed Focusing
- Altered Color Perception
- Headaches
- Neck Pain



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Why is Ergonomics Important?

Musculoskeletal Disorders (MSD's)

- MSD's are medical conditions that develop gradually over a period of time
- Bending, Climbing, Crawling, Reaching, Twisting, Overexertion, Repetitive Exposure
- MSD's do not typically result from a single instantaneous event



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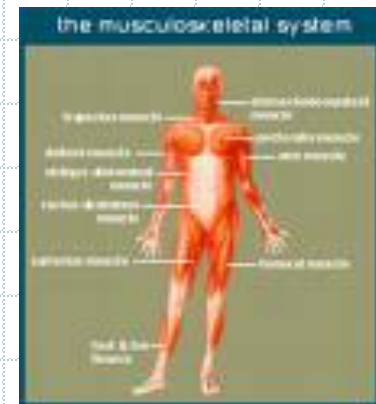


Why is Ergonomics Important?

Musculoskeletal Disorders (MSD's)

Also referred to as:

- CTD (Cumulative Trauma Disorders)
- RSI (Repetitive Stress Injury)
- Overuse Syndrome
- Musculoskeletal Injuries



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Why is Ergonomics Important?

Musculoskeletal Disorders (MSD's)

- “Itises”
 - Tendonitis: Inflammation of a tendon
 - Tenosynovitis: Inflammation of the tendon sheath
 - Lateral Epicondylitis: Tennis elbow (top)
 - Medial Epicondylitis: Golfers Elbow (bottom)
- Itises need to be addressed before they become syndromes

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Why is Ergonomics Important?

Musculoskeletal Disorders (MSD's)

- Syndromes – Nerve Disorders
 - Carpal Tunnel Syndrome
 - Rotator Cuff Impingement
 - Ulnar Nerve Compression
 - Thoracic Outlet Syndrome



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Why is Ergonomics Important?

Musculoskeletal Disorders (MSD's)

Affected Areas

- Back
- Upper extremities
- Lower extremities



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Why is Ergonomics Important?

Musculoskeletal Disorders (MSD's)

Types of Disorders

- Muscles
- Nerves
- Tendons
- Ligaments
- Joints
- Cartilage
- Spinal discs



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Principles of Ergonomics

Basics of Ergonomics

Avoid injury through an understanding of the principles of ergonomics



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Principles of Ergonomics

Basics of Ergonomics

- Posture
- Sitting basics
- Keyboard
- Mouse
- Monitor
- Avoiding Eye Strain
- Phone
- Additional accessories
- 20-20-20 Rule

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Principles of Ergonomics

Posture

- Maintain the "S" curve in your spine
- Feet flat on the floor
- Knees and hips at a 90° angle
- Elbows at 90° angle – do not lean on elbows
- Shoulders relaxed and elbows close to body
- Head and neck in the upright position
- Hands and wrist in the neutral position



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Principles of Ergonomics

Posture

- Avoid: Poor body mechanics, twisted torso, slouching, kneeling, squatting, neck rotation/side bending, bent wrists, and reaching overhead



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Principles of Ergonomics

Sitting Basics

- Height of the chair
 - adjustable
 - allows feet to be supported
- Seat pan depth allows clearance for knees
- Adjustable backrest with lumbar support



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Principles of Ergonomics

Sitting Basics

- Adjustable arm rests
 - height & width
 - allows arms and shoulders to be relaxed and supported
- Chair Tilt
- Seat Pan Angle
- Good casters



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Principles of Ergonomics

Keyboard

- At elbow height
- Raise/lower the keyboard and/or workstation
- Change the angle of the keyboard
- Align keys and elbows
- Limit force and avoid pressure (float like a butterfly)
- Adjust arm rests – in or out & up or down
- Relax shoulders
- Add wrist rest - use only when NOT keying



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Principles of Ergonomics

Mouse

- Move mouse closer to the keyboard
- Try alternate pointing devices – track ball
- Do not choke the mouse – limit force
- Add keyboard tray extension
- Add wrist rest & mouse pad
- Align mouse and elbow - adjust arm rests
- Avoid prolonged repetition
- Eliminate extended reach



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Principles of Ergonomics

Monitor

- Face the monitor straight ahead
- Place at or slightly lower than eye level
- Raise or lower the monitor
- Adjust the work surface height
- Tilt up or down
- Move forward or backward (18" – 30")



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Principles of Ergonomics

Avoiding Eye Strain

- Move the monitor – improve line of sight
- Set contrast /brightness –reduce glare
- Increase/decrease lighting – task lighting
- Color of print (black print on white is the best)
- Dust/clean screen
- Use a document holder
- Move document holder closer to monitor
- Avoid looking to the side and down



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Principles of Ergonomics

Phone

- Move the phone to the right (if left handed)
- Move the phone to the left (if right handed)
- Move phone closer to the operator
- Provide head-rest or fixed head-set
- Use speaker phone
- Avoid cradling the hand set between your shoulder and head



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Principles of Ergonomics

Additional Accessories

- Large grip pen/pencils
- Wrist rest
 - Use only while pausing between key strokes
- Footrest
 - Adjust the foot rest
 - Adjust the seat pan height



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Principles of Ergonomics

20-20-20 Rule

- Every 20 Minutes
- Take a 20 second break
- Look 20 feet away
- Stretch/exercise during those 20 seconds



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Principles of Ergonomics

Other Options for Improvement

- Maintain your work zone
- Avoid twisting, bending and reaching
- Drink water to help with joint function
- Pay attention to posture and body mechanics
- Exercise and stretch



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Ergonomic Problems

Musculoskeletal disorders do not typically result from a single event

Rather injury is cumulative over time

It is sometimes difficult to tell when symptoms are caused by ergonomic problems

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Ergonomic Problems

Symptoms to be aware of:

- Pain/tingling in the wrist, hands and fingers
- Numbness in the hand and fingers
- Clumsiness in handling items
- Heat, swelling, tightness, etc.
- Skin discoloration
- Pain in the neck and shoulder area



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Ergonomic Problems

- Radiating Pain
- Burning
- Back, leg, or knee pain
- Muscle spasm
- Decreased movement



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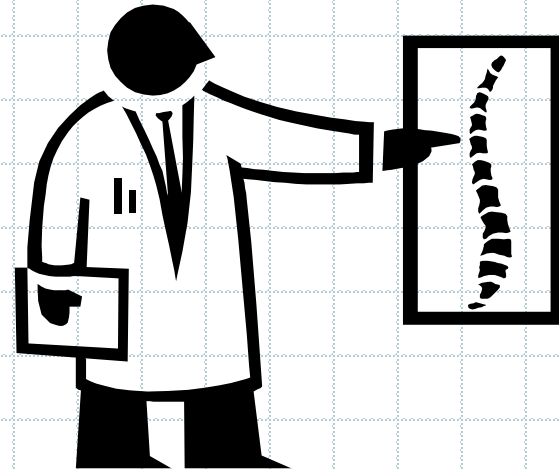


Ergonomic Problems

If you suffer from these symptoms and think they may be work-related, report them to your supervisor

And report as a work injury to:

Company Nurse @ **1-877-740-5017**



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You are finished!

You have finished the Office Ergonomics training.

Download the quiz from the Risk Management website's training page.

Print the form and be sure to write your name, location and employee number in the spaces provided.

Complete the ten questions and have your supervisor send it to the Risk Management office