

Ergonomics

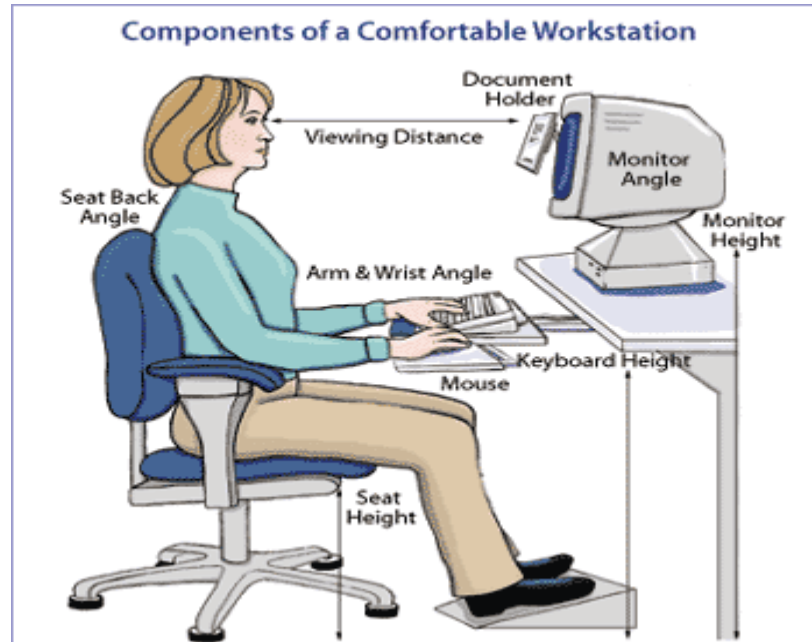
Ergonomics is the study of how a workplace and the equipment used there can best be designed for comfort, efficiency, safety, and productivity.

Staff who spend most, or all of the day, at a workstation should be aware of the proper position to adopt in order to prevent Musculoskeletal Disorder (MSD). These are injuries caused by repetitive movements in a non-neutral position. There are several ways to ensure that your workstation is “ergonomically correct”.

Remember ergonomics is not a “one size fits all” science so what works for one person may not work for another.

Ergonomics Checklist – Tips for a more efficient workstation		
Monitor	<ul style="list-style-type: none"> Center the monitor directly in front of you Sit at least an arm’s length away from the screen and ensure that top of the monitor is approximately 2-3” above seated eye level 	<ul style="list-style-type: none"> This will ensure that you are not continuously using your eye muscles (or neck muscles)
Keyboard	<ul style="list-style-type: none"> Position the keyboard directly in front of your body Ensure that your wrists are in a neutral position as you type Adjust the keyboard height so that your shoulders are relaxed, your elbows in a slightly open position, and your wrists and hands straight 	<ul style="list-style-type: none"> This will prevent strain on your carpal tunnel nerve (RSI injury)
Chair	<ul style="list-style-type: none"> Adjust the back of your chair to ensure lumbar support in your lower back region. Push your hips as far back as they can go in the chair. Adjust the seat height so that your feet are firmly planted on the floor or footrest. Adjust the armrests so that they are at the level that you are typing 	<ul style="list-style-type: none"> This will increase support to your lower back and improve your posture. If your feet are dangling it will impede the proper blood flow This will support your elbows and forearms
Phone and Other Accessories	<ul style="list-style-type: none"> Items used continuously should be within easy reach. Make sure to place your phone within easy reach. 	<ul style="list-style-type: none"> This will prevent the strain of overreaching.





Steps to Follow When Lifting:

1. Take a balanced stance with your feet about a shoulder-width apart.
2. Crouch down to lift the object ensuring that you keep your heels off the floor. Get as close to the object as you can.
3. Use your whole hand not just your fingers to get a secure grip on the load.
4. Gradually lift, using your leg, abdominal and buttock muscles and keeping the load as close to you as possible.
5. When you are back in a standing position, change directions by turning your whole body. Avoid twisting at the waist while carrying a load.
6. When you put a load down, use these same guidelines in reverse.

Tips for Lifting:

1. Try to reduce the weight of the load. It's safer to move several smaller items than one extremely heavy item.
2. Use handles and lifting straps.
3. If the item is too awkward or heavy to move alone, ask for assistance!

