2015

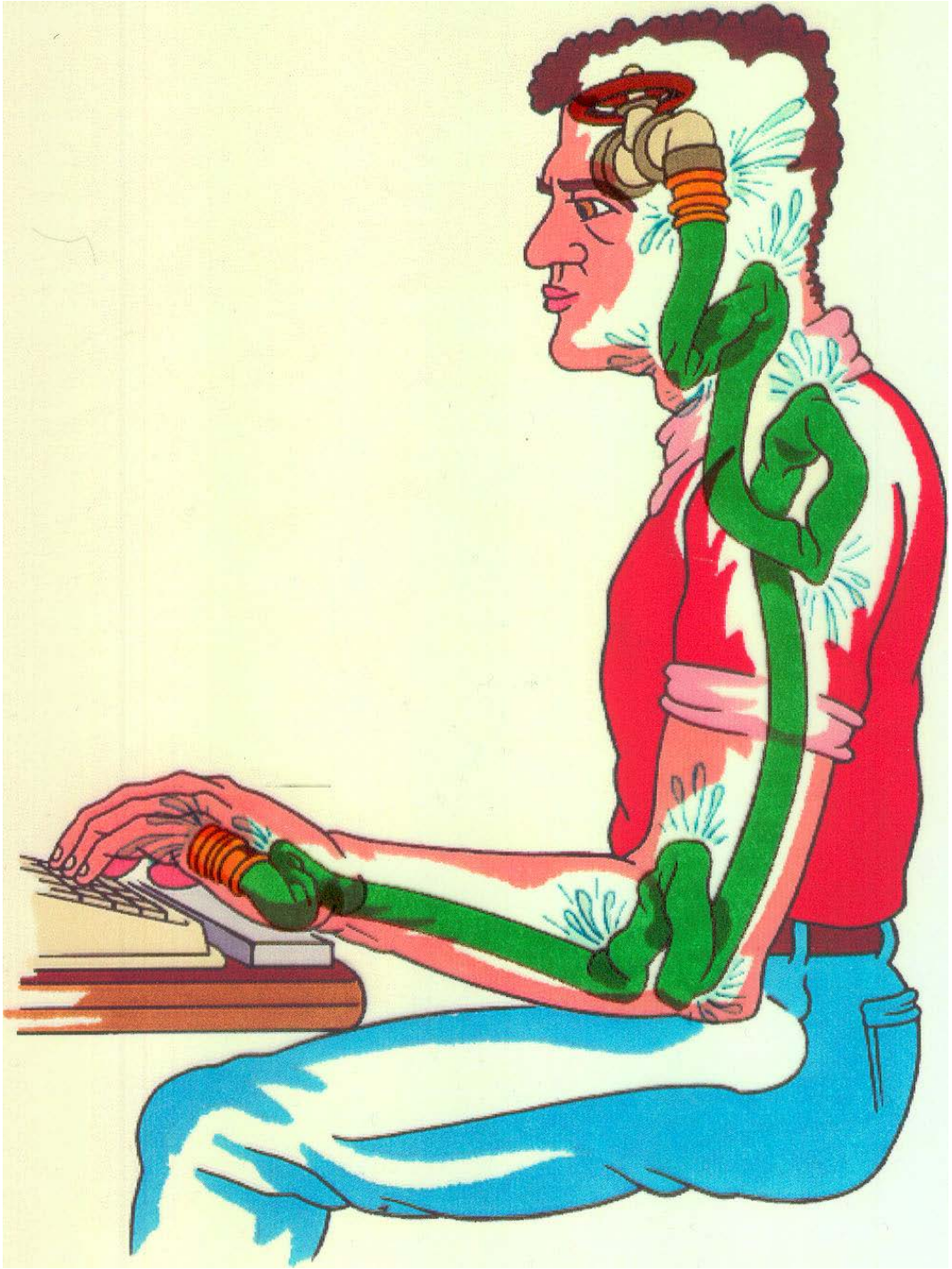
BASIC OFFICE ERGONOMICS

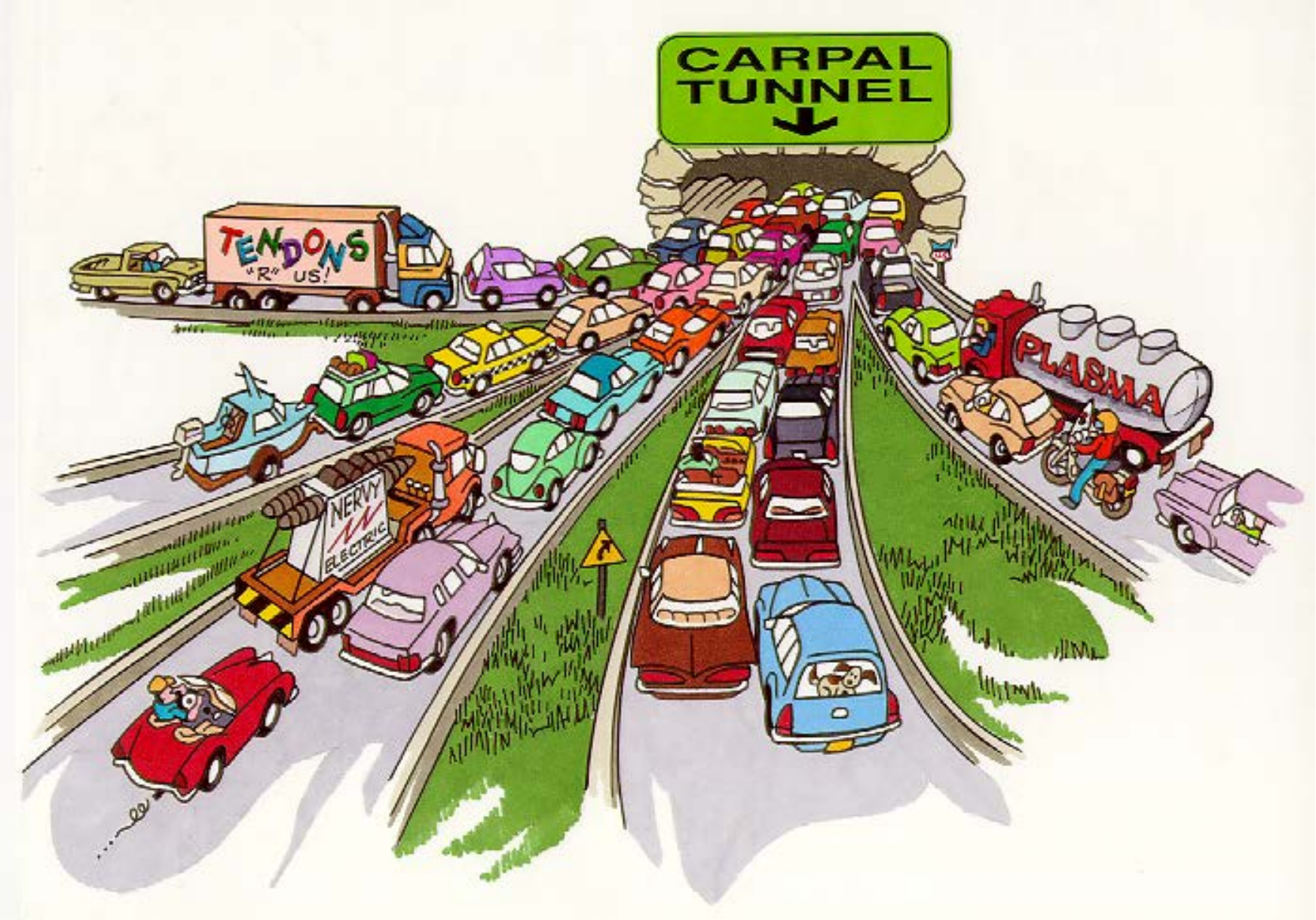
DWR Safety System

LIVE SAFE | WORK SAFE

What Can You Do?

- Be receptive to improvement in posture, work space, organization, work methods, tools, and processes
- Work smart, not just hard
- Practice self-care techniques at home and on the job
- Maintain good overall health and fitness




CARPAL
TUNNEL
TENDONS
"R" US!
NERVY
ELECTRIC
PLASMA

Personal Ergonomics Methods

- Equipment adjustments
  - Equipment adjustment
  - Workstation organization
  - Workspace design
- Work method improvements
  - Work task organization
  - Work style and habits adjustments
  - Neutral Postures
  - Effective use of mini breaks
  - Effective use of scheduled (standard) breaks
- Personal Ergonomics Checklist

Non-Neutral Work Postures

Static Postures

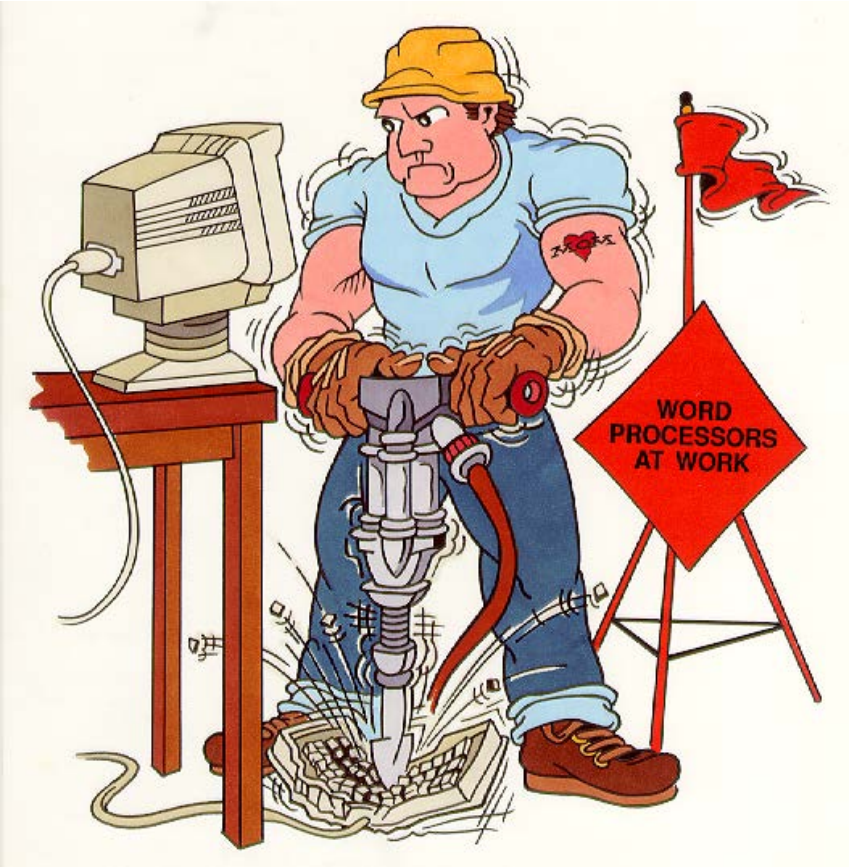
Contact Pressure Points

Work Habits and Style

- **Poor typing style**
  - Keeping the arms fixed and reaching with the fingers or deviating the wrist
- **Workstation organization & adjustment**
  - Location of equipment and materials
  - Chair height, back support, and arm rests
- **Misuse of work breaks**
  - Working thru lunch
  - Not standing up & stretching
  - Not resting your eyes
  - Not letting your body recover

Work Habits and Style cont'd

- Poor typing style
  - Banging the keys -- try "floating " the hands over the keys
- Crowding your workspace
  - Impacts access to materials and equipment
  - Creates non-neutral postures
- **Move rather than overreach**
  - From your chair
  - To the function keys



Fit / Function Model

- People vary
  - Height
  - Weight
  - Body proportions
- Job functions vary
  - Writing
  - Typing / keying
  - Use of mouse / trackball
  - Note taking
  - Listening
  - Reading
  - Talking on telephone
  - Accessing references
- Good user / work match leads to
  - Increased comfort
  - Decreased injury risk
  - Increased efficiency
  - Improved job satisfaction

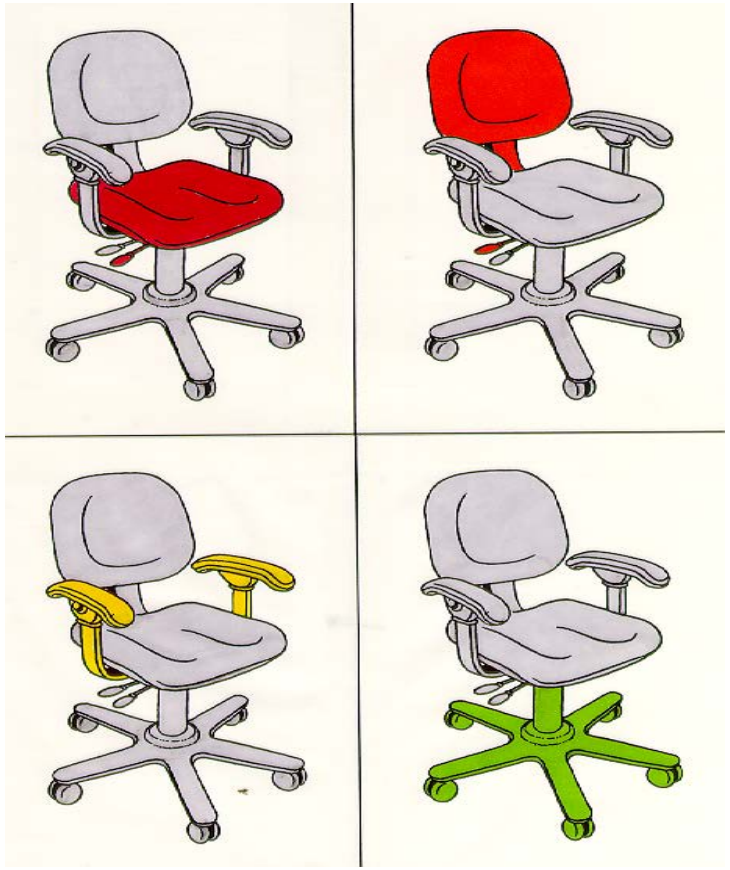
The Dynamics of Seating OR How to Get The Most From Your Chair

Objectives:

- Understand how work functions affect work posture
- Understand chair features
- Learn to adjust your chair

Chair Features

- Seat pan
- Seat back
- Arm rests
- Stable base of support



Adjust Your Chair

- To meet individual fit requirements
- To meet work function requirements
- And, consider your chair as a tool
  - Learn to use it
  - Maintain it

Adjustment Sequence

- Seat pan height with seat pan parallel to ground
- Seat back angle, approximately 110 degrees
- Lumbar support position
- Arm rest height and width
- Seat pan tilt
- Free float tension, if feature exists

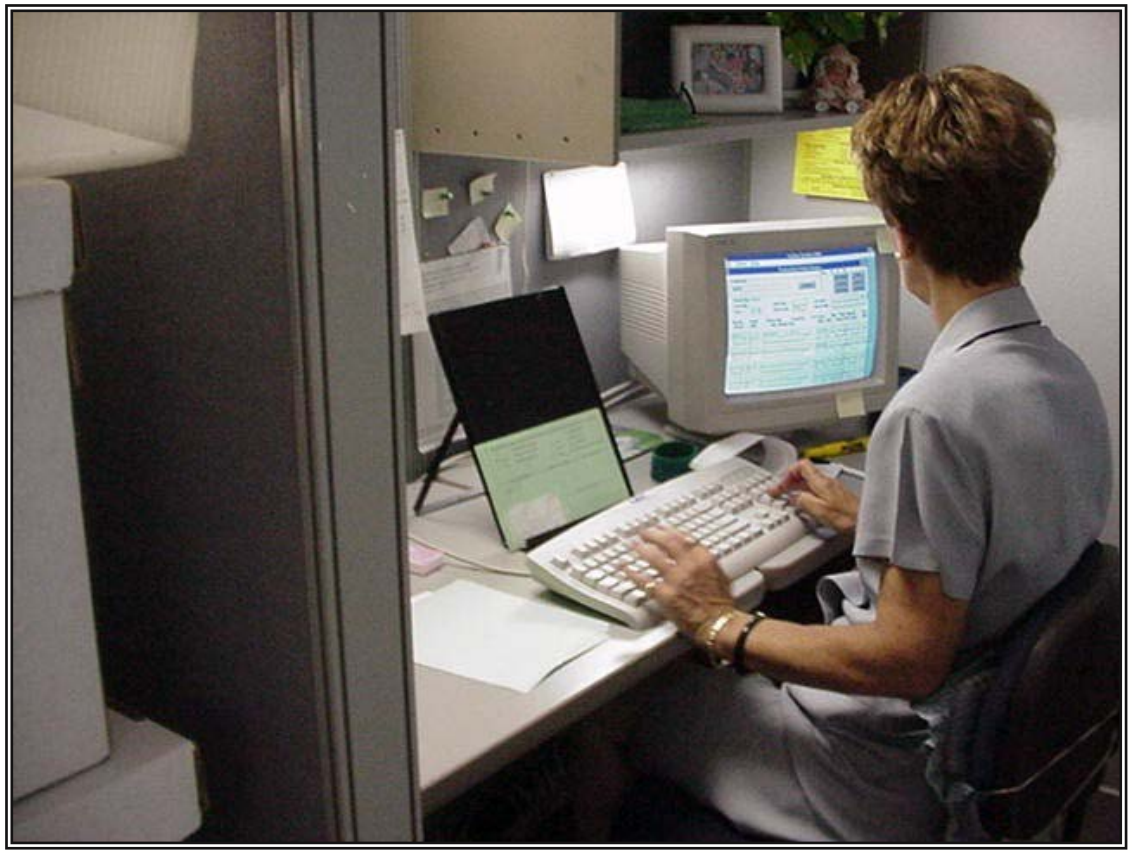
Workstation Layout Objectives

- Understand how the layout of the workstation affects your comfort
- Examine both your vertical & horizontal space requirements
- Learn to make simple yet effective workstation layout decisions

PHONE BOOK

Good or Bad?

Bad!



Layout Considerations

- Work area self-evaluation
- Developing your work envelope
  - Horizontal work zone
  - Vertical work zone
- Work area adjustments

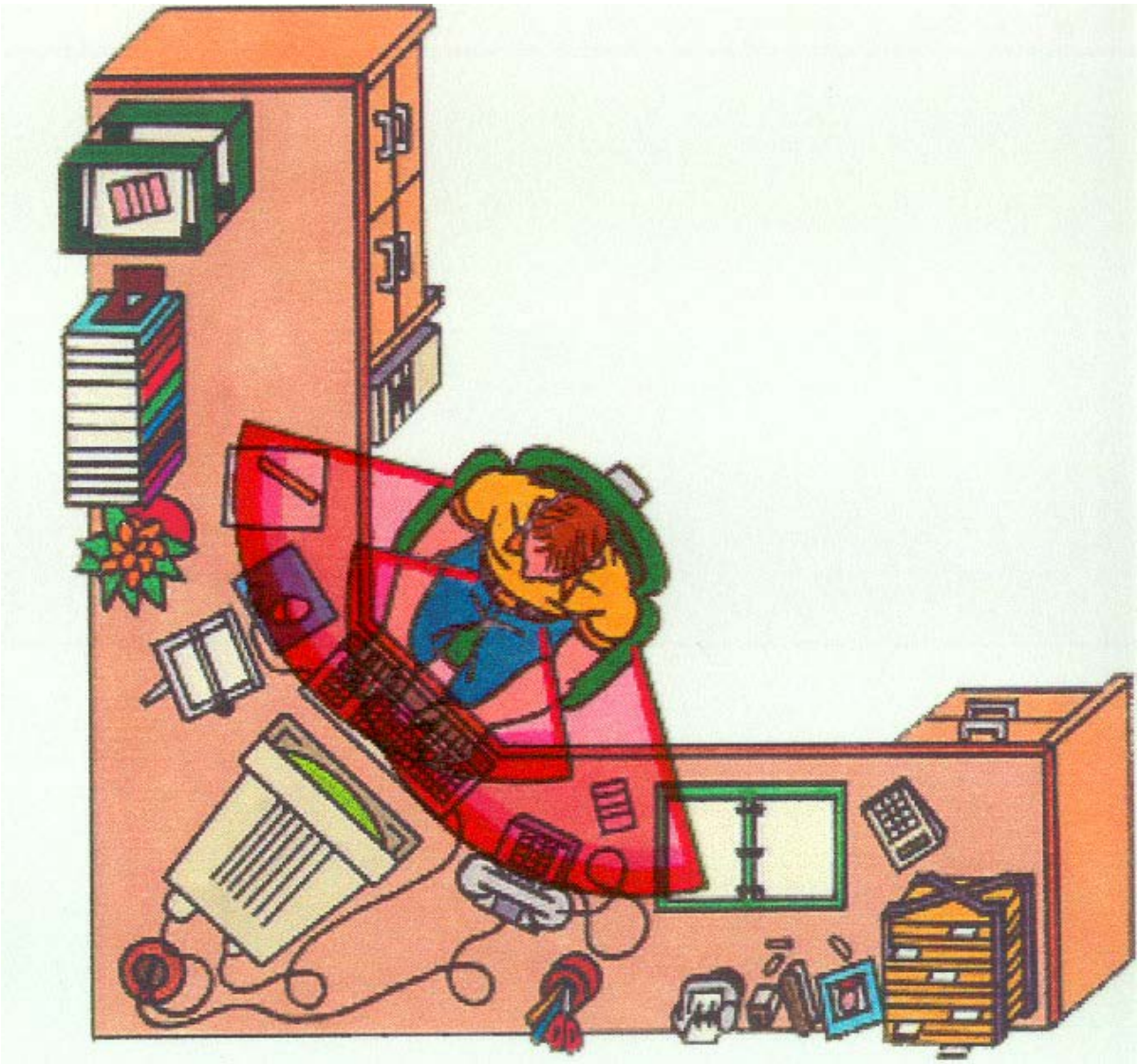
Work Zones

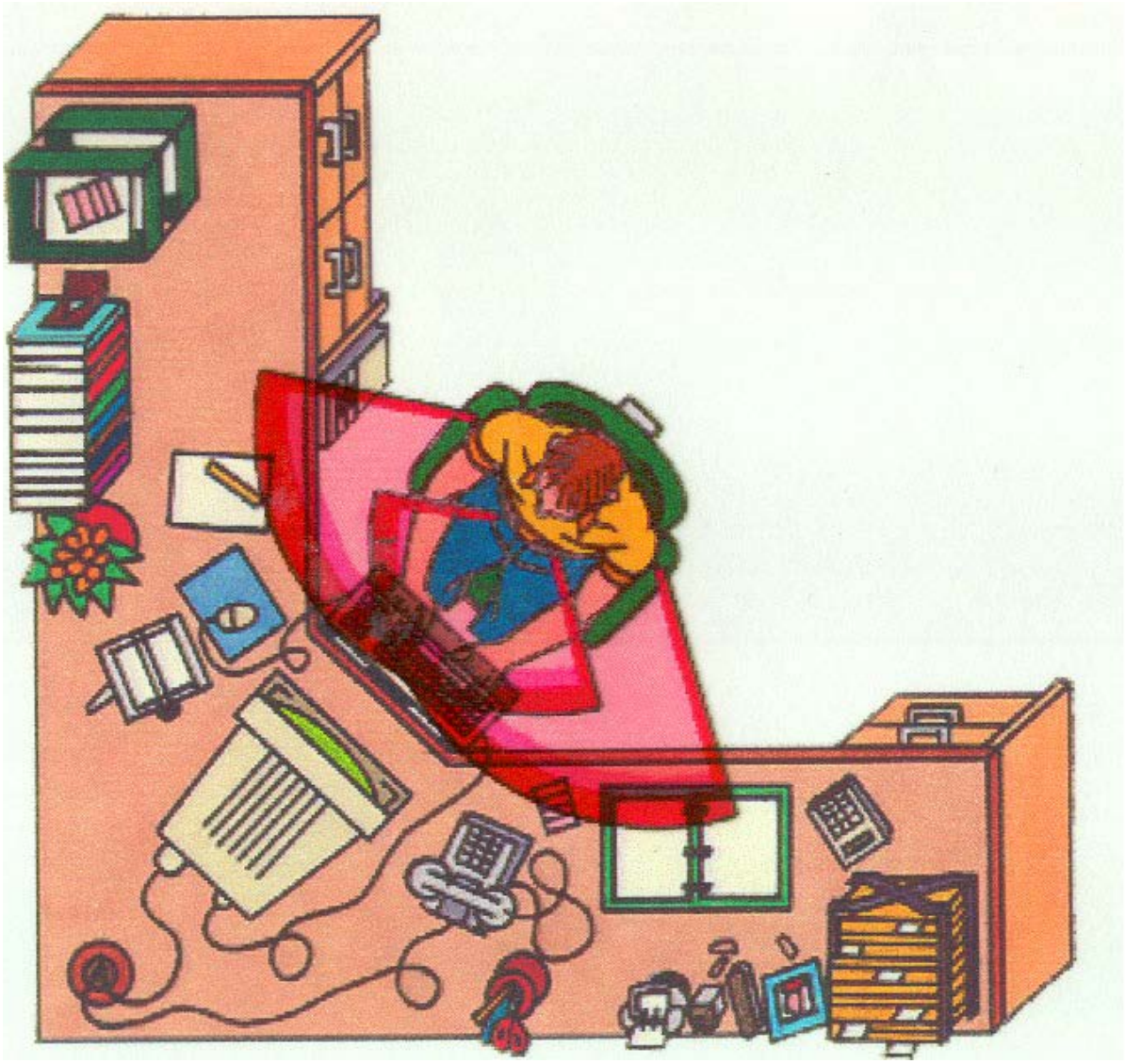
- Priorities
  - Primary
  - Secondary
  - Resource / reference
- Horizontal space
- Vertical space

Developing A Work Envelope

Where should equipment and materials used be located?

- Horizontal
  - Primary (frequently used): **within 16 inches**
  - Secondary (occasionally used): **at arm's length, about 24 inches**
  - **Resource / reference** (infrequently used or rarely used): **beyond arm's reach, get out of chair**
  - **Work flow direction should match left / right handedness**





Developing A Work Envelope

Where should equipment and materials used be located?

- Vertical
  - Primary (frequently used): worksurface **to mid-chest height**
  - Secondary **(**occasionally used): seated knuckle to head height
  - **Resource / reference** (infrequently used **or rarely** used): above head height, below seated knuckle height, or beyond arm's reach

Work Area Adjustment

- Achieve a more comfortable alignment
- Place materials for convenient access
- Arrange equipment using ergonomic principles
- Make free or inexpensive adaptations

Visual Concerns

Objectives: Understand the importance of . . .

- Work and monitor height, distance, location
- Special visual needs
  - Task glasses
  - Bifocals
  - Trifocals
- Combating visual fatigue

Work & Monitor Height, Distance, and Location

- Varies by individual
- Distance ranges
- Evaluating comfortable visual distance and height
- Determining variables and guidelines

Work & Monitor Height, Distance, and Location

- Varies by individual
- Distance ranges
  - 18 inches to 24 inches usual range (about an arm's reach)
    - Some will be less than 18 inches
    - Some will be more than 24 inches

Work & Monitor Height, Distance, and Location

Evaluating comfortable visual distance and height

- Check near to far
- Check far to near
- Line of sight
- Center of focus

Work & Monitor Height, Distance, and Location

Determining variables and guidelines

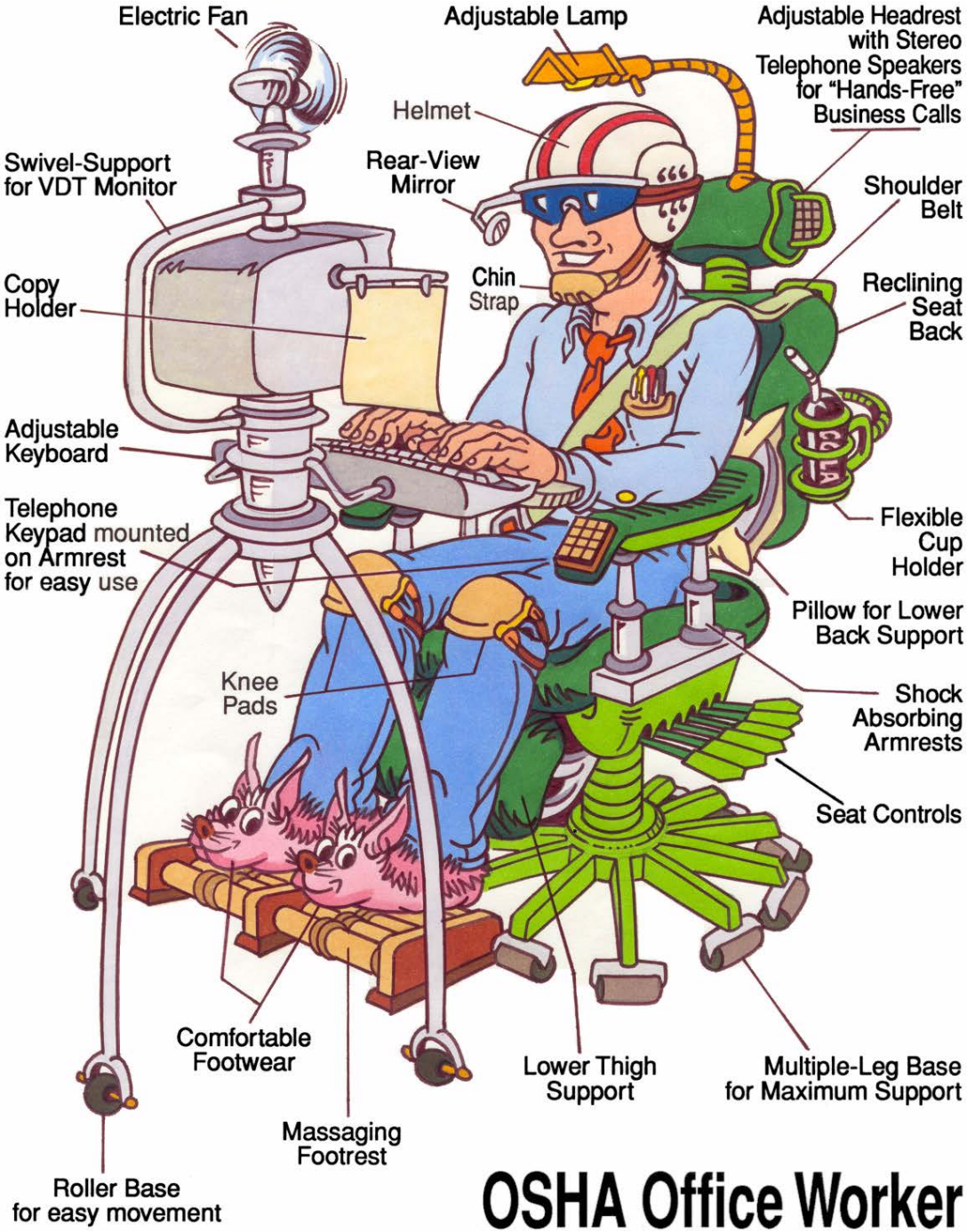
- Maintaining neutral neck posture
- Frequent access
  - Minimize need for frequent neck movement
- Top of screen at somewhat below eye level
  - With exceptions
- Determine dominant eye
- Special user needs

Self-Care Techniques for the Office Worker

- Vary work tasks
- Use mini-breaks
- Use morning, afternoon, and lunch breaks
- Alternate work style / habits
- Move, don’t overreach
- Maintain personal health

Putting It All Together

- Learn how to evaluate your workstation
- Review your work habits
- Know when and how to get help



OSHA Office Worker