



The Bonner County Safety Record

All the News that is Safe to Print

August 22, 2016
Edition 13

Office Ergonomics

To understand the best way to set up a computer workstation, it is helpful to understand the concept of neutral body positioning. This is a comfortable working posture in which your joints are naturally aligned. Working with the body in a neutral position reduces stress and strain on the muscles, tendons, and skeletal system and reduces your risk of developing a musculoskeletal disorder (MSD). The following are important considerations when attempting to maintain neutral body postures while working at the computer workstation:

- Hands, wrists, and forearms are straight, in-line and roughly parallel to the floor.
- Head is level, or bent slightly forward, forward facing, and balanced. Generally it is in-line with the torso.
- Shoulders are relaxed and upper arms hang normally at the side of the body.
- Elbows stay in close to the body and are bent between 90 and 120 degrees.
- Feet are fully supported by the floor or a footrest may be used if the desk height is not adjustable.
- Back is fully supported with appropriate lumbar support when sitting vertical or leaning back slightly.
- Thighs and hips are supported by a well-padded seat and generally parallel to the floor.
- Knees are about the same height as the hips with the feet slightly forward.

(Source: OSHA @ <https://www.osha.gov/SLTC/etools/computerworkstations/positions.html>)

ERGONOMICS PRODUCTIVITY FACTS

Keyboard and mouse placement

HEIGHT 1/2' inches above your thighs	TILT The keyboard should ideally be positioned with a negative tilt	POSITION Keyboard and mouse should be shoulder-distance apart and as level as possible
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Position your screen

HEIGHT Close your eyes. When you open them, your eyes should land on the address bar	TILT Tilt the monitor upwards just a smidge to avoid reflections	POSITION Sit back and extend your arm, the tips of your middle finger should land on your screen
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STATS

5% STAND UP 95% SITTING

Higher energy levels	Help quit smoking
Higher concentration on tasks	Fewer headaches

Workday injuries and illnesses

Musculoskeletal injuries from poor workplace ergonomics account for **34%** of all lost workday injuries and illnesses

Carpal tunnel syndrome accounts for **15%** of all workplace injuries

42% of carpal tunnel cases result in more than **30 days** away from work





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Manual Handling Dos and Don'ts at Workplace

Lifting



Workbenches should be at waist height or be adjustable to prevent

Moving



Use trolleys to move the boxes from one place to another place.

Turning



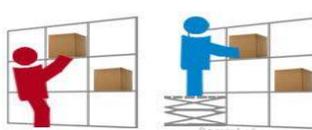
Ensure that there is enough room to turn around to prevent twisting.

On staircase



Use elevating platforms when moving boxes through staircase

Reaching overhead items



Use elevating platforms or step stools or step ladders to reach over-

Ergonomics for Field Workers

Scenario 1: working close to the ground; kneeling, stooping, squatting.

Problem: Knee and back pain possible. Harder to perform your job in these positions.

Solution:

1. Change materials or work processes that are less labor intensive.
2. Use a workbench or bed of a truck if you need a flat work surface in which to work.
3. Use tools with extension handles to help you reach the work surface.
4. If the work is elevated, using a scissor lift or boom truck may be safer than working while on a ladder.

Scenario 2: manual material handling, lifting.

Problem: This can cause shoulder, back, and shoulder injuries.

Solution:

1. Change materials or work processes that require less strength. (for example, lighter containers of material)
2. Change tools. Rent or buy material handling equipment.
3. Use proper lifting techniques.

<https://www.cdc.gov/niosh/docs/2007-122/pdfs/2007-122.pdf>



Injuries in the Workplace:

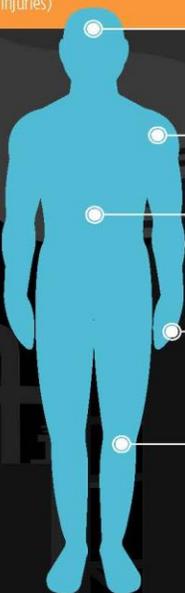
CONSTRUCTION



SafetySmart
www.SafetySmart.com
A Division of
Bongarde

Top 5 Injured Body Parts

(% of Injuries)



HEAD
9.0% 5

SHOULDER
9.3% 4

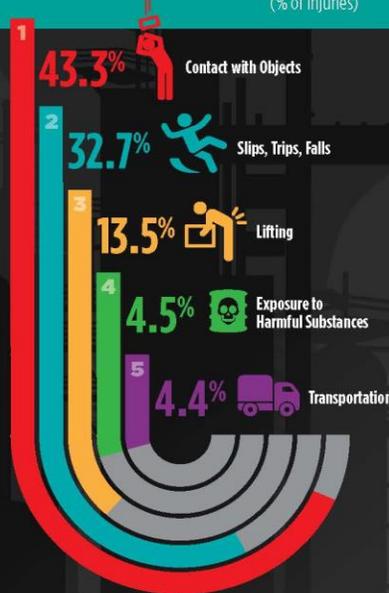
BACK
18.4% 1

HAND
17.8% 2

KNEE
10.2% 3

Top 5 Events Causing Injury/Illness

(% of Injuries)



Top 5 Sources of Injury/Illness

(% of Injuries)

