

Everyday Ergonomics

West Valley-Mission CCD

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Loss Control



Agenda

Ergonomic Risk
Factors

The Power Zone

Proper Setup

Keep Moving



Ergonomic Risk Factors



Repetition



Awkward Posture

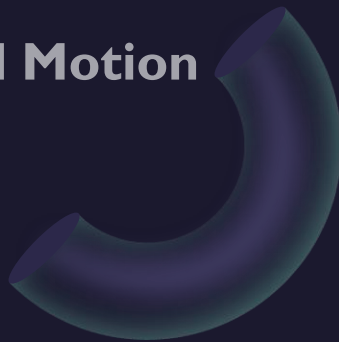


Stationary Position



Direct Pressure

Forceful Motion



Vibration

Extreme Temperature

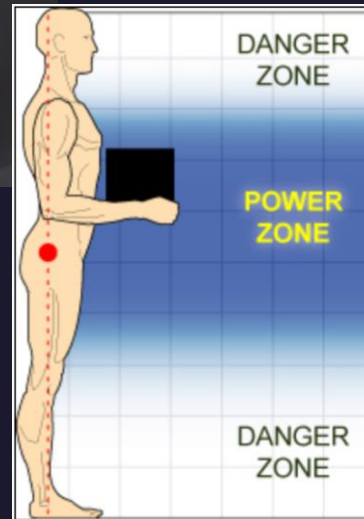
Work Stress

The Power Zone

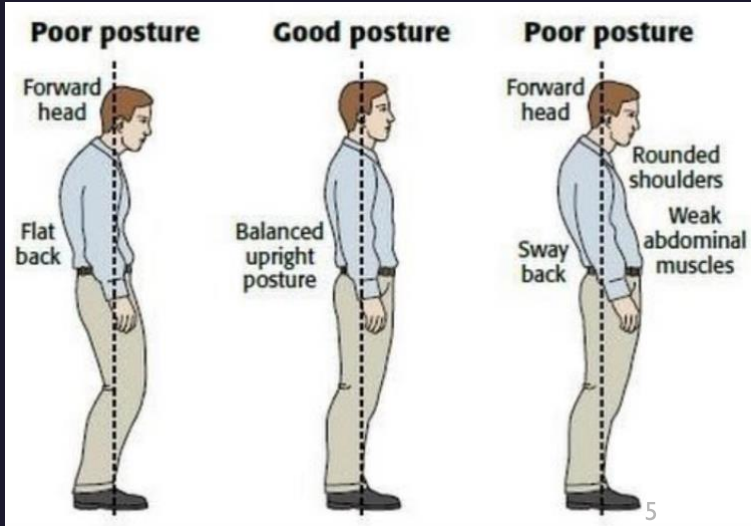
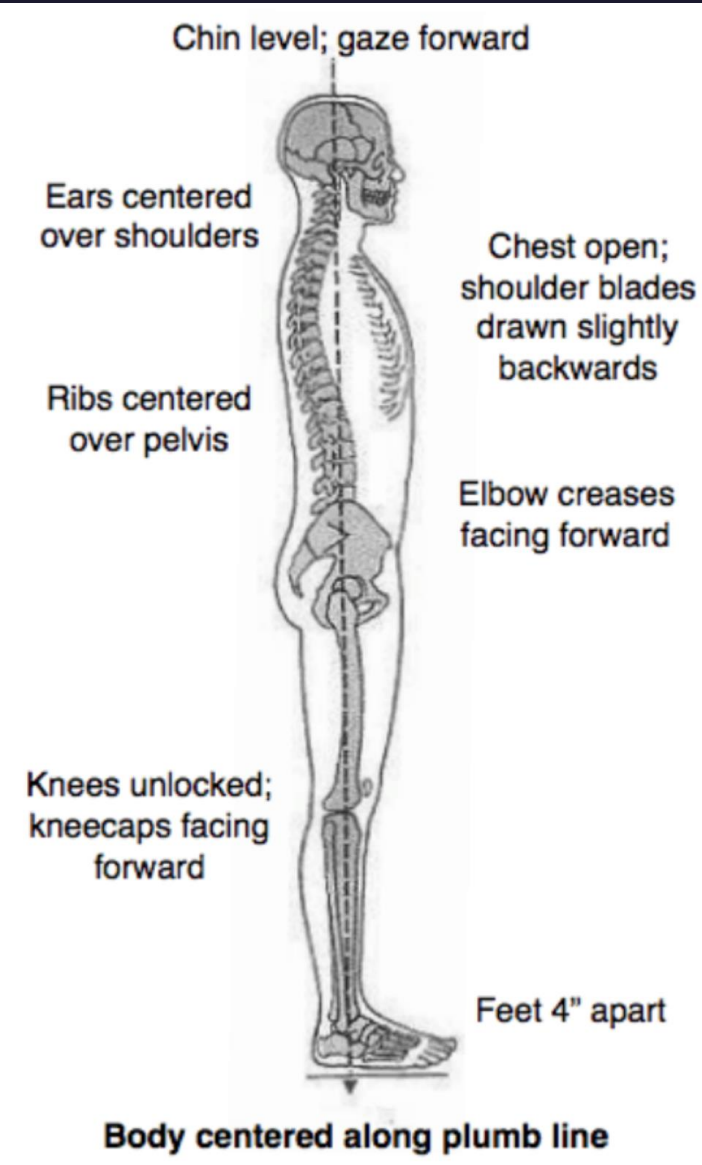


The **power zone for lifting** anything from a pen to a package is **close to the body, between mid-thigh and mid-chest height.**

Comparable to the strike zone in baseball, this zone is where your **arms and back can lift the most with the least amount of effort.**



Return to Neutral

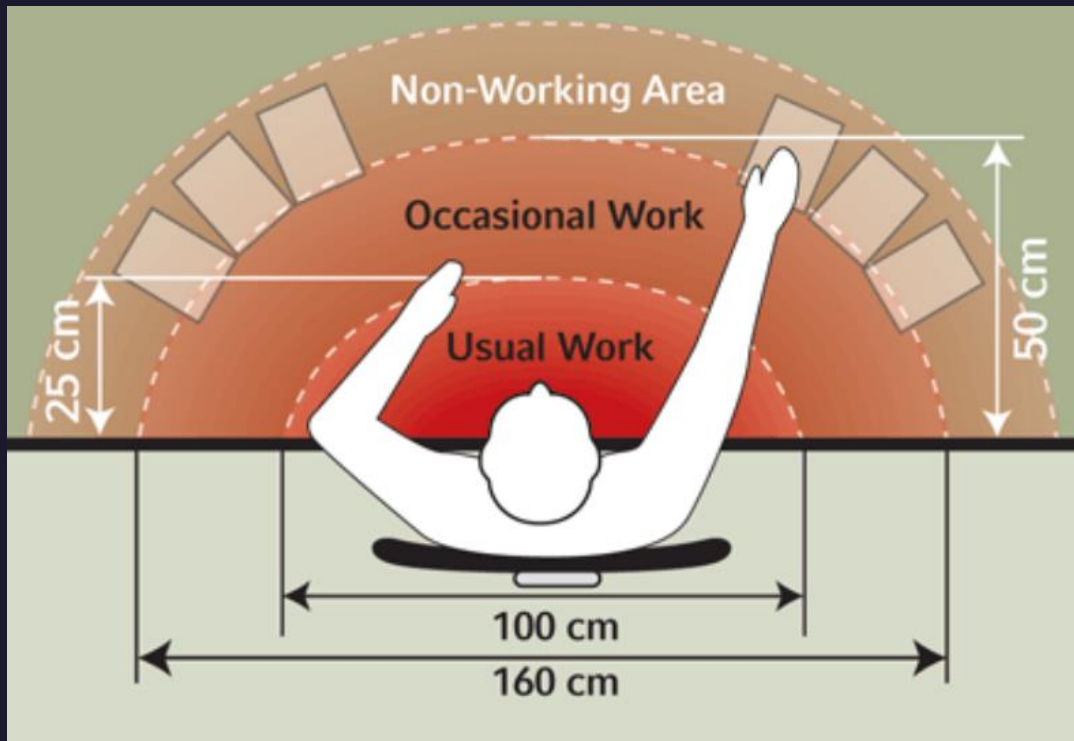


Proper Setup

The Take-Away?

- Work at elbow-height
- Keep elbows close to the body
- Avoid repetitive motions

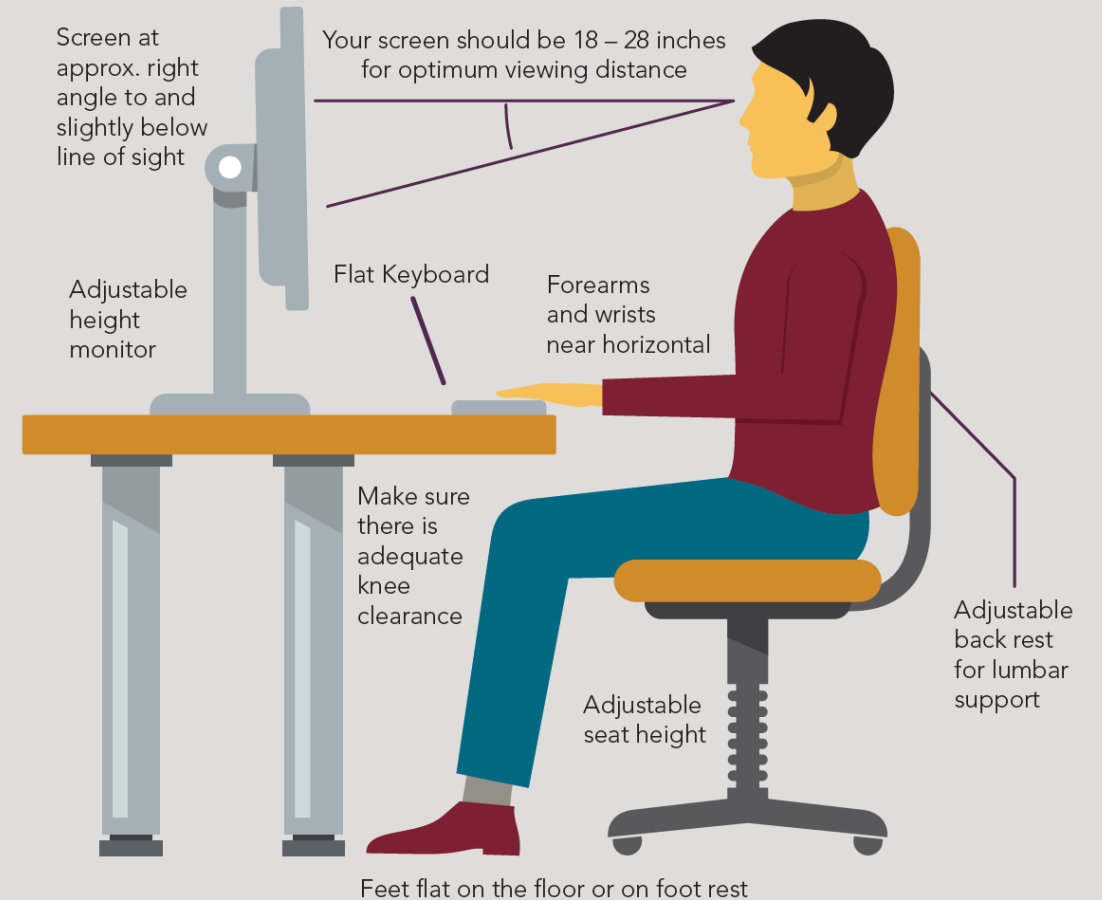
Your Workstation



Remember to:

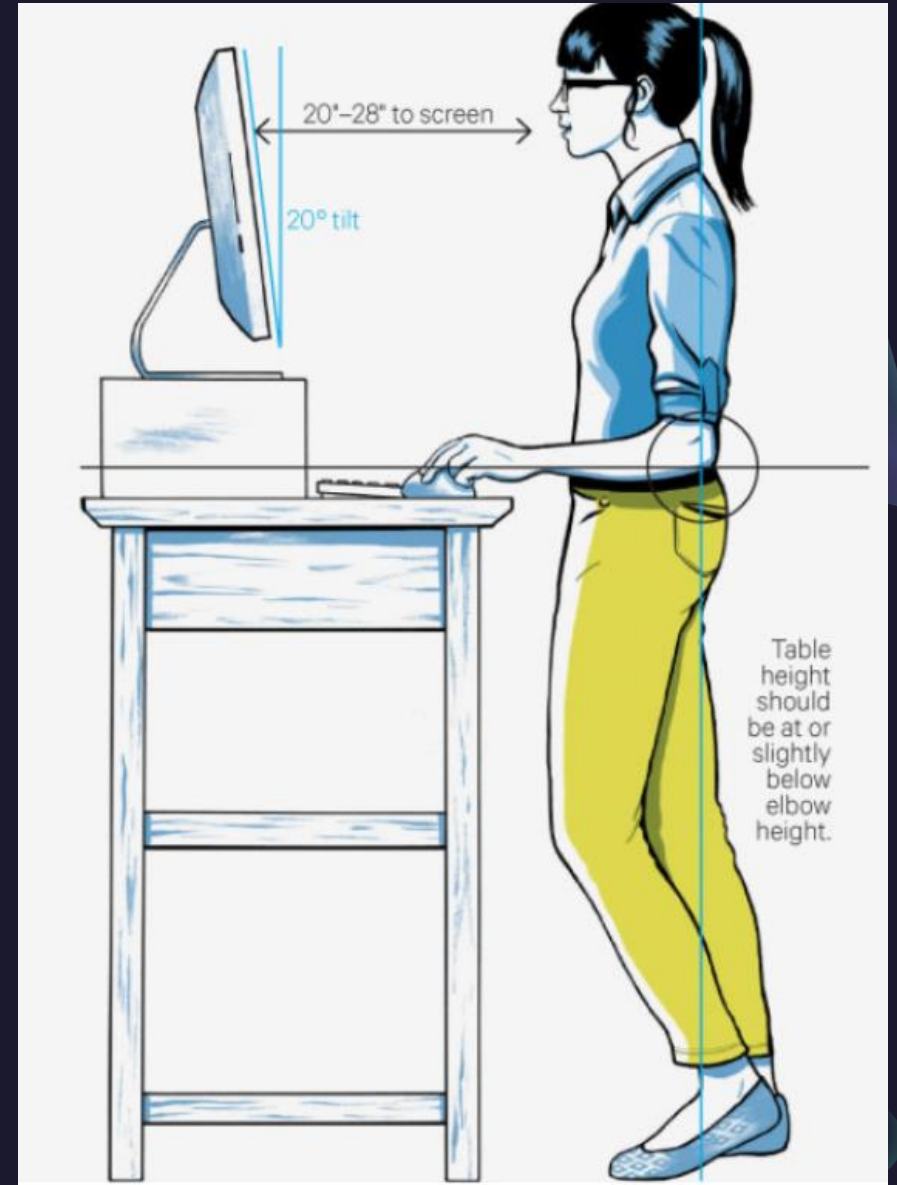
- Adjust your workstation
- Be comfortable!

Below are helpful tips that can help you customize your workstation.



Work Surface Height

- Your body is the standard of measure
- Work at your elbow height
- Keep elbows close to your body
- Alternate sitting and standing



Adjust Your Chair

YOUR CHAIR IS ADJUSTABLE!

- Invest the time you need to understand your chair's adjustability features
- Experiment with each new chair, use the manufacturer's guide, look up model numbers online
- Height, seat pan, back tilt, lumbar support, arm rest (and removal), seat tilt are commonly adjustable features



Adjust Your Chair

YOUR CHAIR IS PROPERLY ADJUSTED WHEN:

- Your feet rest comfortably on the floor or footrest, and
- your knees are slightly lower than your hips



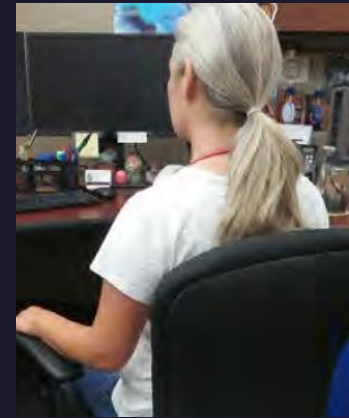
Adjust Your Chair

YOUR CHAIR IS PROPERLY ADJUSTED WHEN:

- 2 to 4-inch gap between the back of your knees and the front edge of the chair, when your back is against the backrest
- The curve of the chair back fits into the deepest part of your lower back curve



Adjust Your Chair



YOUR CHAIR IS PROPERLY ADJUSTED WHEN:

- The back of the chair is upright or tilted back

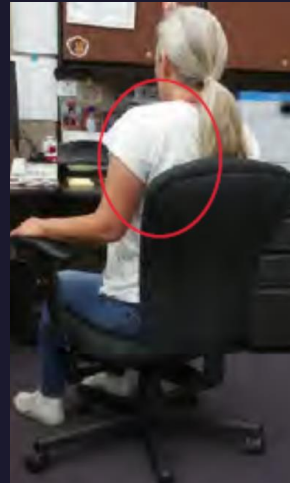


- Armrests are adjusted so they are slightly below your elbows when your shoulders are relaxed
- Armrests do not interfere with access to keying or using the mouse
- Consider removing the arm rests

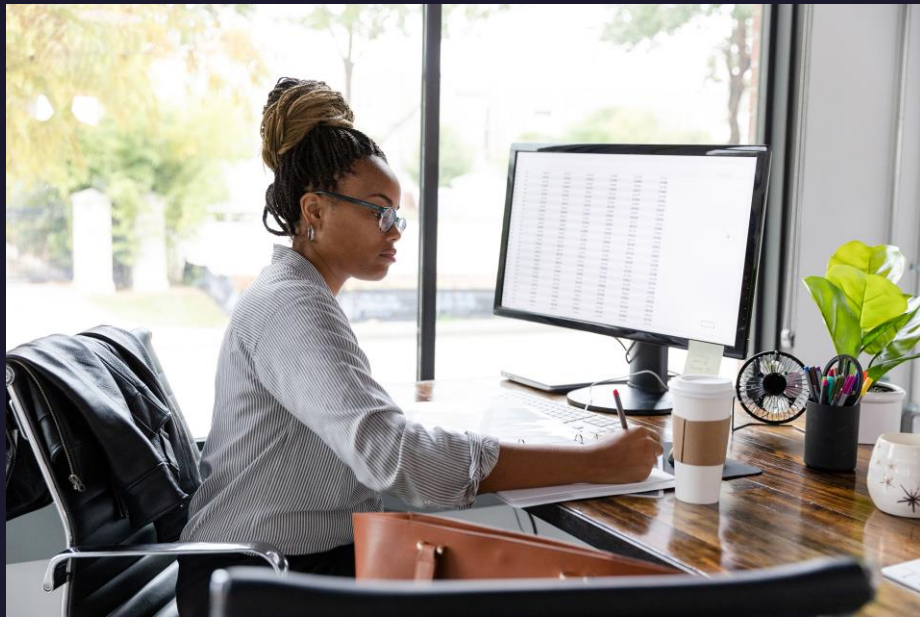
Suggest a Fix



Suggest a Fix



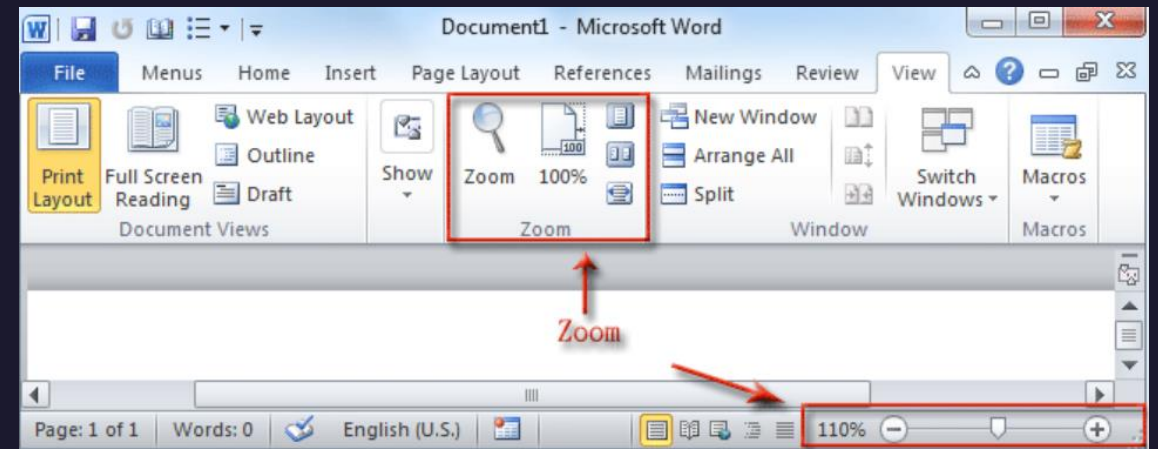
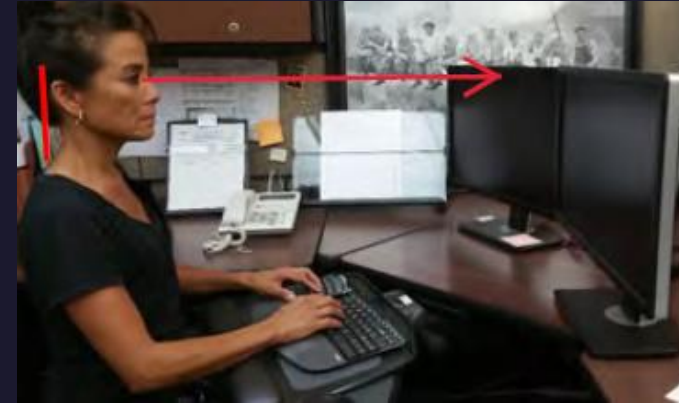
Suggest a Fix



Monitor Placement

REMEMBER:

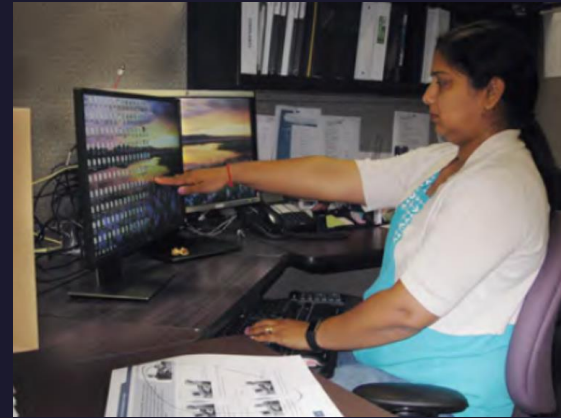
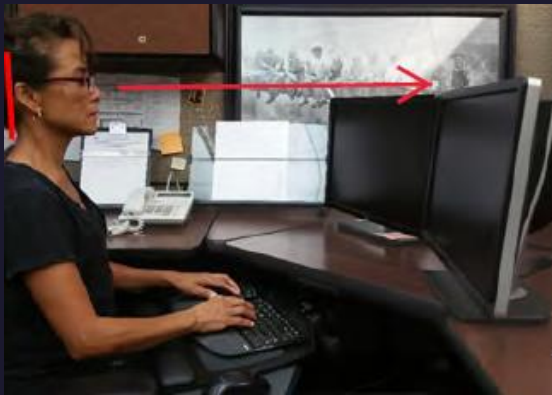
- Posture Follows Vision
- Arrange windows & working documents at eye level
- Follow the 20/20/20 rule for resting your eyes



Monitor Placement

YOUR MONITOR IS PROPERLY ADJUSTED IF:

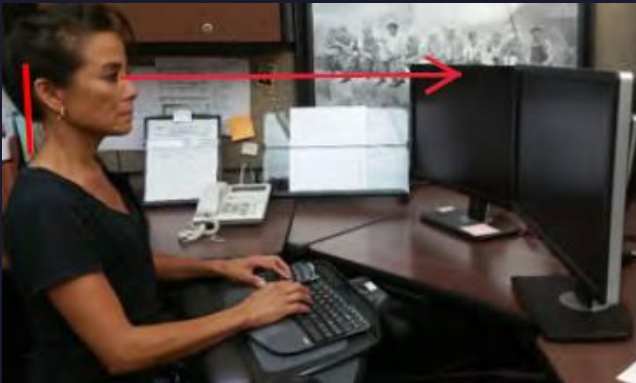
- It is in front of you and the top line of print is at or below your horizontal line of sight or even lower if you wear bifocal, trifocal or progressive lenses
- You can sit against the back of your chair and read the monitor screen from a comfortable distance



Monitor Placement

YOUR MONITOR IS PROPERLY ADJUSTED IF:

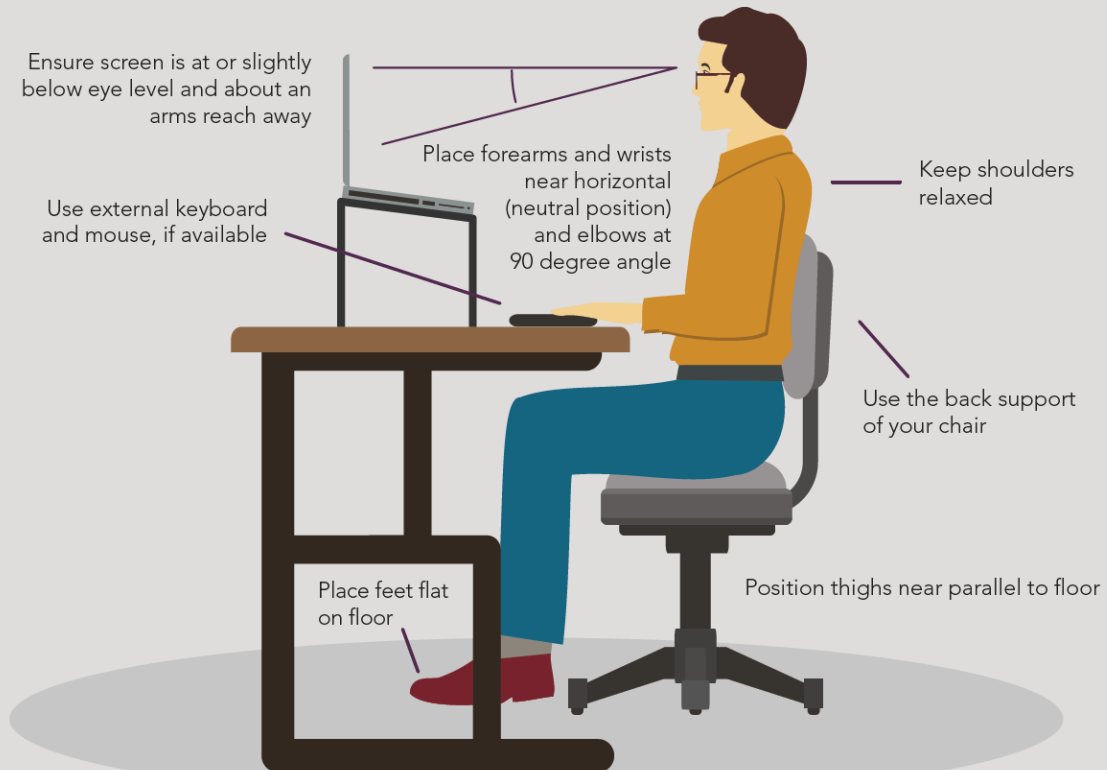
- If using dual monitors, place your primary monitor directly in front of you or arrange them side by side, aligned with your nose
- If using a document holder, place in front of you
- If using a laptop, you use a laptop riser and external keyboard & mouse



Laptop Setup

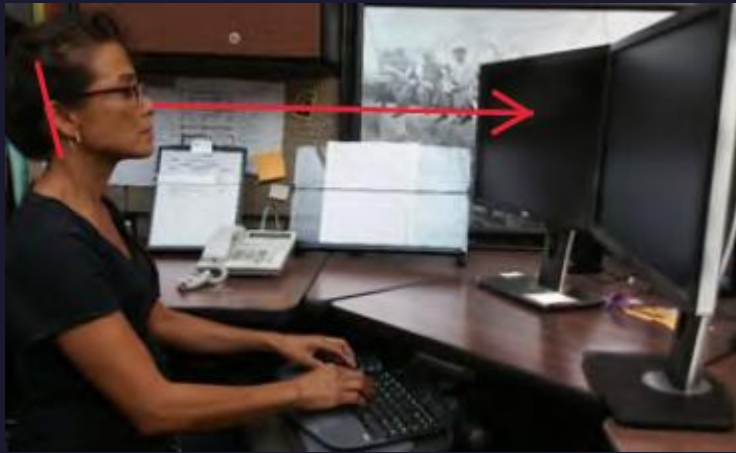
SETTING UP YOUR LAPTOP IN YOUR HOME OFFICE

As we move into the world of working remotely or telecommuting, ergonomics becomes an important risk management tool to ensure staff is safe when working from home or other remote locations. Below are some tips on how to keep you safe and comfortable while working on your laptop remotely.



If you do not have an external keyboard and mouse, position your laptop so that you have the most neutral wrist and forearm posture you can. Angle the screen so you can see it with the least amount of neck deviation as possible. You can also place the laptop on a binder with the wide edge away from you which will raise the screen; but remember to keep your wrists in a neutral position.

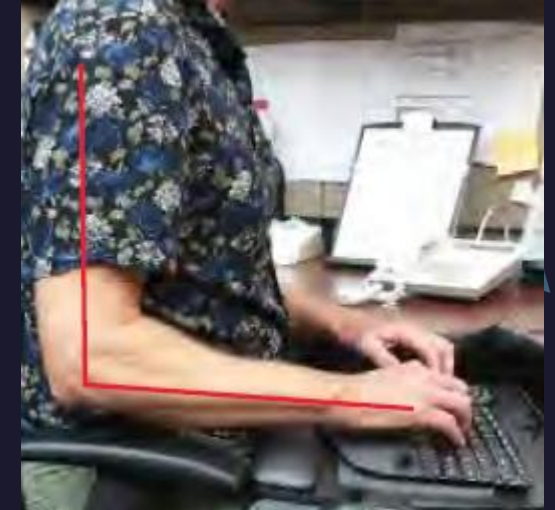
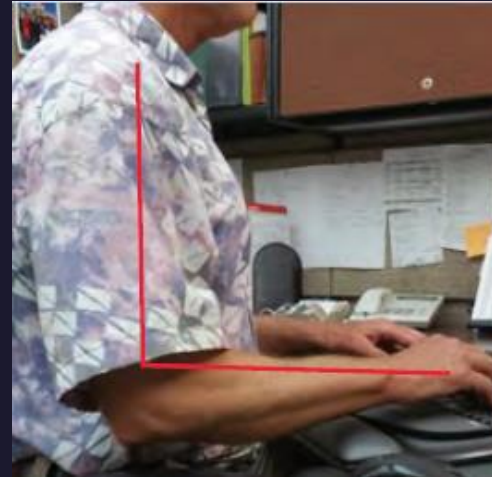
Suggest a Fix



Keyboard and Mouse

WHEN YOUR KEYBOARD AND MOUSE ARE AT THE CORRECT HEIGHT:

- Your shoulders are relaxed, and your elbows are close to your body
- Your elbows are bent to 90 degrees, or slightly greater (inner angle) The spacebar is at the same height as your elbows, or slightly below your elbows
- Your wrists are straight (not bent)



Keyboard and Mouse

WHEN YOUR KEYBOARD AND MOUSE ARE AT THE CORRECT HEIGHT:

- Your mouse is next to the keyboard or is on the same level
- You avoid contact stress on any surface while typing (on the arm rests or work surface).



Suggest a Fix



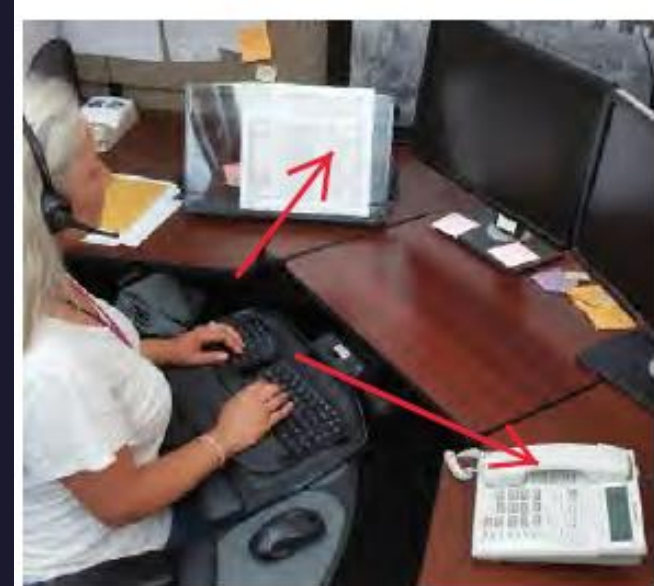
Workspace Organization

REDUCE OR ELIMINATE OVERREACHING BY REARRANGING THE WORKSTATION. IF YOUR WORKSPACE IS PROPERLY ORGANIZED:

- Reaches performed frequently are within the “near” workspace (elbows remain at your sides)
- Reaches performed occasionally are within the “near” or “mid” workspace (no more than an arm’s length away)
- You are not reaching across your body to work



“Near” work space



“Mid” work space

Suggest a Fix



Keep Moving

The Take-Away?

- Don't stay in one position too long, honor your body
- Stretch often
- Active Lunch



Equipment Requests & Resources

Resources:

- Cal/OSHA Guide “Easy Ergonomics for Desktop Users”
https://www.dir.ca.gov/dosh/dosh_publications/computerergo.pdf
- Keenan SafeColleges Online Training: Office Ergonomics & Injury Prevention; Physical Conditioning for Abs, Back, Lower Body, Upper Body & Wellness

Questions?

Thank You!

