

SEPTEMBER SAFETY BULLETIN

ERGONOMICS IN THE WORKPLACE

Ergonomics is the science of the body doing work. Whether you're typing on a keyboard, serving food in a restaurant, or performing maintenance work around the resort, your body is performing repetitive tasks using basic ergonomic principles.

Studies show that poor attention to ergonomics leads to chronic, painful, and expensive soft tissue injuries. The best ways to prevent ergo issues are to encourage stretching and routinely analyze workstations and repetitive tasks so that adjustments can be made to prevent injury.

HERE ARE SOME SIMPLE DO'S AND DON'TS WHEN IT COMES TO WORKPLACE ERGONOMICS

OFFICE WORKSTATIONS

DO'S

- Comfortable chair with feet fully supported
- Keyboards at elbow height, elbows bent at 90°
- Top of monitors should be at neutral eye position
- Phones - consider headsets if used frequently

DON'TS

- Avoid armrests that lift shoulders
- Avoid reaching, or bending wrists
- Avoid looking down at monitors placed too low
- Avoid cradling the phone between shoulder and head

MATERIAL HANDLING & LIFTING

DO'S

- Check that the path is clear
- Use mechanical aids (dolly, hand truck, cart)
- Lift with your legs, bending at the knees
- Push loads rather than pull
- Keep loads close to your body

DON'TS

- Avoid slippery or clutter areas
- Avoid lifting bulky or unstable loads
- Do not lift with your back
- Avoid twisting motions whenever possible
- Avoid lifting from below the knees or from above the shoulders

If you have questions or concerns about ergonomics in your workplace, an E-Ergo video assessment is available by contacting your Supervisor and/or the Risk Manager. A quick video can be taken of the task or workstation and then sent to ergonomic specialists for evaluation.

