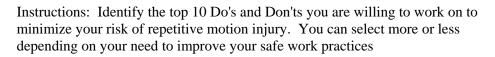
OFFICE WORKERS DO'S AND DON'TS FOR SAFE WORK PRACTICES





<u>DO</u>
☐ Report any concerns to your supervisor early.
☐ Maintain neutral postures for different body parts as much as possible
☐ While performing deskwork or computer work, be conscious of your sitting posture,
your chair position, and how your arms are aligned with your work surface.
☐ Keep your wrists in neutral and avoid excessive deviations when typing or mousing.
☐ Position the keyboard slightly below elbow height.
☐ Adjust your chair as your tasks change through the day. Use forward tilt for desk
work; recline while on the telephone conversing, maintain lumbar support.
☐ Use a headset for telephone work if more than 2 hours/day and simultaneous with computer.
☐ Keep your work area well organized. Avoid cluttering the area around your legs and feet.
☐ Keep commonly used items within near reach (14" to 24") and arranged in a half
circle around you.
☐ Set up your document holder between the keyboard and monitor for easy viewing.
☐ Monitor how hard you are gripping your hand tools or keying and lighten up.
☐ Float your hands and wrists over the keyboard. Lift from the elbow to reach the mouse.
☐ Move from the shoulders when typing and using the mouse to activate large muscle groups.
☐ Change your position often (every 30 minutes to hourly).
☐ Alternate your work tasks throughout your workday.
☐ Make adjustments to your workstation to suit your position.
☐ Recognize early signs of muscle fatigue, and stretch or change your task.
☐ Rest your eye muscles.
☐ Maintain good flexibility and strength. Stretch while at work and walk around the
department. Stretch every 30 minutes for up to 5 minutes during a repetitive task.
\square Ice an area if it is aching during or after work for at least 20 minutes/day.
<u>Don't</u>
\Box Sit in the same position for more than 60 minutes.
☐ Wait until you feel pain or discomfort to stop an activity.
☐ Sit with slouched posture over your desk.
☐ Do a repetitive task all at once.
☐ Pinch or grip excessively or pound your keyboard.
☐ Cradle the phone between your neck and shoulder.
☐ Keep your body, arms or legs in an awkward position for any length of time.
☐ Poise with your wrists in extension or lean your hands or forearms on a hard edge
surface or wrist rest.
☐ Hold onto your mouse or leave your hands at the keyboard if you are not
actively using the tools.
☐ Use your mouse as pointer or line guide to read your monitor screen.
☐ Over reach with your fingers, arms or back.
☐ Complain if you haven't done all that you can to work in comfort.

If you have questions about your comfort or your workstation...ask your supervisor or contact the Alison Heller-Ono, Ergonomics Manager at X5856.