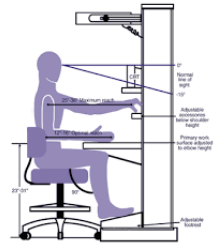


Ergonomic Guidelines



Lab Seating- Get To Know Your Chair



HAG Capisco Chair



Did you know you can turn this chair around and use the back support to lean forward and the wings to rest your arms on?

How to Adjust your Stool and Task Chair to get the Correct Sitting Position



Adjust the Seat Height



- Proper seat height should allow your thighs to be parallel to the floor.
- Adjust **footrail** if necessary, by moving ring side to side.

Adjustable Back Rest



- While seated, adjust back by pushing up handle toward you and raise or lower back.

Adjust Seat Depth.



- Adjustable seat dept adjust to your leg length for extended comfort.
- Lift lever and slide seat forward and back until you have enough room for 2-3 fingers between the front seat edge and the back of your knee.

Adjustable Arms.



- Arms adjust in various directions for a natural position. Squeeze button on arms while moving arms up or down to adjust height, side to side for width.

Adjust Seat Angle.



- Seat angle allows you to tilt your seat forward and back for proper position

ERGONOMIC GUIDELINES FOR Chaparral Draw Stations

PREPARATION OF BLOOD DRAW STATION:



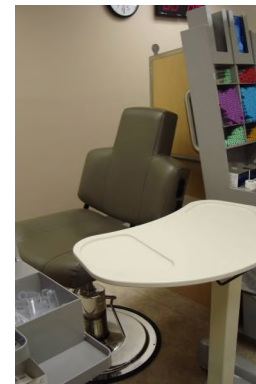
- ✓ Adjust your Chaparral Station daily.
 - Position Peanut Table at an appropriate height for you to avoid leaning and bending forward.
- ✓ Ensure when stocking station, materials and supplies are within arm's reach, and at or below shoulder level.
- ✓ If applicable, adjust computer monitor and keyboard to appropriate height, keeping elbows close to the side of body.



CHAPARRAL CHAIR:



- ✓ Swivel chair and lock sideways before member is seated.
- ✓ Member places arm on Peanut table.
 - If applicable, place wedge under member's arm for proper positioning.



SUPPLIES:



- ✓ To avoid over reaching, collect all supplies while standing.
- ✓ Place supplies within arm's reach on peanut table (e.g sterile tubes, tourniquets, alcohol wipes, etc.).
- ✓ Dispose of needles in sharps container closest to the hand with the needle. Do not cross over opposite hand.



KEEPING YOURSELF SAFE:



- ✓ Maintain a relaxed shoulder posture.
- ✓ Keep supplies and tools within reach.
- ✓ Avoid reaching above your shoulders.
- ✓ Position yourself to avoid leaning forward and twisting torso.
- ✓ To increase blood flow to your hands, perform Fist Fans and Wrist Circles after each member.



Visit: ErgoInfo for Ergonomic Resources
<https://inside.kp.org/ergoinfo/>

ERGONOMIC GUIDELINES FOR Tourniquet Application

PREPARATION OF BLOOD DRAW STATION:



- ✓ Adjust your Chaparral Station daily.
 - Position Peanut Table at an appropriate height for you to avoid leaning and bending forward.
- ✓ Ensure when stocking station, materials and supplies are within arm's reach, and at or below shoulder level.
- ✓ If applicable, adjust computer monitor and keyboard to appropriate height, keeping elbows close to the side of body.
- ✓ Swivel patient chair and lock sideways before member is seated.
- ✓ Member places arm on Peanut table.
 - If applicable, place wedge under member's arm for proper positioning.



Tourniquet Application

- ✓ When extending(stretching) the toruniquets prior to placement on the patient's arm, hold each end tightly between thumb and first (index) finger to prevent over extension.
 - Stretch several times to ensure flexibility within the rubber.

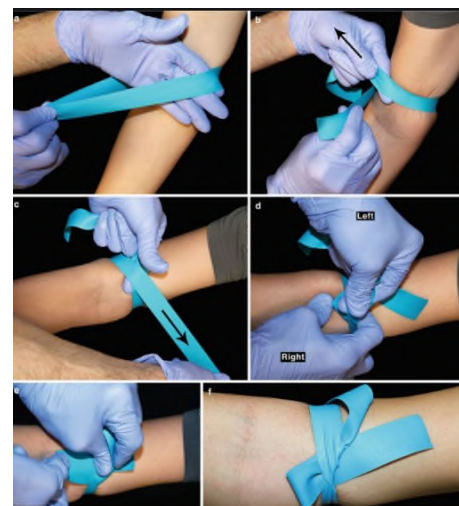


- ✓ Place tourniquet under member's arm and cross the two ends.
- ✓ Take your dominate hand, and gently pull and tie the tourniquet into a bow, leaving one bow point underneath the tourniquet.
- ✓ When ready to remove tourniquet, simply pull one end to release it.



KEEPING YOURSELF SAFE:

- ✓ Maintain a relaxed shoulder posture.
- ✓ Keep supplies and tools within reach.
- ✓ Position yourself to avoid leaning forward and twisting torso.

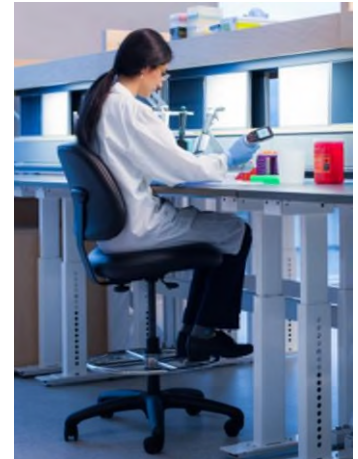


ERGONOMIC GUIDELINES

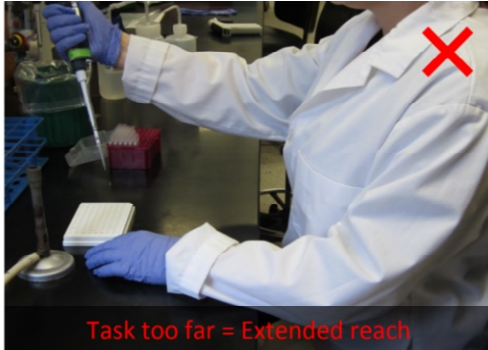
Laboratory-Pipetting Posture



- **Sit** supported against the backrest of your chair.
- **Sit or stand** close to your work at bench cut outs.
- **Adjust** your chair to work height.
- **Elevate** your chair rather than reaching up to pipette.



- **Do not twist or rotate** your wrist while pipetting.
- **Alternate** or use both hands to pipette.
- **Hold the pipette** with a relaxed grip.
- **Use minimal pressure** while pipetting.
- **Use light force** or two hands to change tips.
- **Keep** pipettes close to your body.



- **Use low profile tubes**, solution containers and waste receptacles.
- **Select a light-weight pipette** sized for your hand.
- **Use pipettes** with finger aspirators and thumb dispensers to reduce thumb strain.

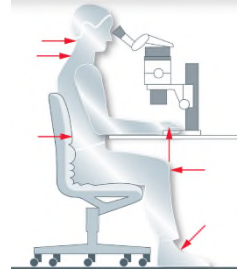
KEEPING YOURSELF SAFE:

- ✓ Maintain a relaxed shoulder posture.
- ✓ Keep supplies and tools within reach.
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Ergonomic Guidelines

Microscope Posture



Microscope Viewing Posture and Workstation Setup



1. Adjust the height of your microscope, workbench or chair as needed to avoid bending or tilting your neck. If your work surface is not adjustable, try placing books or binders under the microscope to elevate it.
2. If your microscope is too high for viewing, elevate your chair and use a chair ring or footrest for leg support.
3. Pull the microscope toward the edge of the work surface to position yourself in a more upright posture, and angle lens so you can look directly into the eyepiece.
4. Avoid leaning on hard edges or use a pad to cushion the edges.
5. Keep elbows close to your sides.
6. Use television systems where possible to eliminate the use of binocular eye pieces.

Healthy Habits



1. Avoid long uninterrupted periods of microscope work by rotating tasks or taking breaks.
2. Close your eyes and focus on different distances every 20 minutes to reduce eye strain. **Practice the 20/20/20 Rule**
 - ✓ Every 20 minutes for 20 seconds look 20 feet away
3. Spread microscope work throughout the day and between several people, if possible.
4. Every 30-60 minutes get up to stretch and move. Avoiding long uninterrupted periods of microscope work.



Ergonomic Guidelines



Biological Safety Cabinets and Fume Hoods

Use proper sitting posture. Pull your chair up to the fume hood so that your back is supported by the backrest. Support your feet on a foot ring or platform.

Use proper tools for standing. If you must stand at the fume hood, wear proper footwear with good cushioning or use anti-fatigue floor mats.

Use proper elbow and shoulder height. Work at elbow height and try not to raise your arms above shoulder height.

Proper placement of materials. Avoid overreaching by placing materials and supplies within arm's reach.

Proper placement of tools. Place disposal bins close by and at elbow height.

Your Workstation Check List:

- ✓ Are your arms and shoulders relaxed when working in the fume hood or biological safety cabinet?
- ✓ Are your supplies within easy reach?
- ✓ Are vials, tubes, and receptacles as low as possible?
- ✓ Can you see your work without tilting your head and neck?
- ✓ Can you alternate sitting and standing while you work?
- ✓ Are sharp edges padded (with closed-cell) material to reduce contact stress?
- ✓ Is your viewing window clean to reduce eye strain?
- ✓ Have you taken a micro break to relieve pressure caused by leaning on the front edge of the fume hood?

