

ANNUAL SAFETY TRAINING – 2014

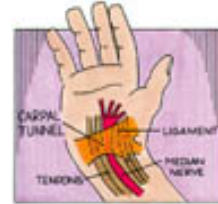
Module # 5

ERGONOMICS

ERGONOMICS is the study of the relationship between people, equipment, and the environment. Making the workplace fit the worker and optimizing performance.

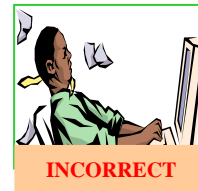
Ergonomic injuries are preventable!

- ◆ Ergonomic injuries include disorders of the soft tissues (muscles, nerves, tendons, ligaments, joints, cartilage, blood vessels, spinal discs).
- ◆ Ergonomic injuries are not traumatic; they are caused by long-term exposure to repetitive tasks. Parts of the body included are the neck, shoulder, elbow, forearm, wrist, hand, abdomen, back, knee, ankle, and foot.
- ◆ Ergonomic related injuries are preventable by working comfortably and adjusting your working position and workstation/area, throughout the shift.
- ◆ If you are experiencing discomfort, contact your EHS Manager or Supervisor immediately! Early intervention can prevent an injury.



Risk factors and sources of ergonomic injuries:

- ◆ Work environment:
 - Incorrect workstation set-up
 - Incorrect posture or work practices
- ◆ Tools, equipment, and objects handled.
- ◆ Physical demands of the job.
 - Standing and working static for long durations without stretching.
 - Continuous extended reaching and awkward motions.
- ◆ Life styles and hobbies.
 - Gardening, playing instruments, computer use, knitting, etc.
 - all involve repetitive tasks.
- ◆ Personal Medical conditions.
 - Arthritis, diabetes, poorly healed fractures, being overweight or out of shape may make you more susceptible to an ergonomic injury.



What can you do to prevent ergonomic injuries?

- ◆ Participate in a stretch program and take micro breaks and stretches throughout your shift to “Break the Static Cycle”.
- ◆ Consult with your EHS Manager or Supervisor or a member of your Ergonomics and or Safety Team for a workstation evaluation.
- ◆ Maintain correct posture and neutral positions while working.
- ◆ Please work comfortably. Take responsibility for your own comfort by utilizing good ergonomics and safe work practices. We are all accountable for our own safety!



All Working Environments (Lab, Office Administration, Logistics, Phlebotomy):

- Be Aware of your Posture and maintain a good level of comfort while performing all work related functions. Stay flexible and adjust your body position from time to time throughout your shift.
- Adjust your equipment including your chair, monitor and keyboard as necessary for optimal comfort.
- Keep frequently used items within an easy reach range and avoid over-reaching.
- Take frequent mini breaks and stretches throughout the workday.
- Utilize proper lifting techniques: keeping items to be lifted close to your body, bending your knees, avoiding excessive reaching and awkward body movements. Never lift heavy items alone. Get assistance from a co-worker and utilize a cart or a dolly for moving and transporting heavy or awkward items.
- Always adjust your mirrors and seat prior to driving or operating a vehicle.

- A. Upper and lower leg at 90 degree angle.
- B. Upper and lower arm at 90-degree angle.
- C. Feet flat on floor or use footrest.
- D. Top of monitor at eye level and tilted to reduce glare.
- E. Wrists in neutral position.
- F. Back against chair/lumbar support at correct height (mid to lower back).
- G. Space between front edge of seat “pan” and legs (allow 3 to 4 inches of space).



- Keep all working areas, including walkways and aisles, free of clutter and unobstructed. Properly manage cords, cables and accessory items so as to eliminate any trip/fall hazards while improving ergonomics.
- If standing for long periods of time, use supportive shoes and cushioned/anti-fatigue floor mats.
- Use minimal pressure when pipetting.
- When driving, make stops as often as necessary and adjust your seat and position for comfort.
- When using a microscope, sit close to the work surface and adjust your chair and microscope as often as necessary to maintain optimal comfort.
- Prior to drawing a patient, ensure your draw station is set up in a manner that will allow you to draw patients comfortably and maintain good posture. It may be necessary to utilize a platform or a raised draw chair. Make sure all necessary supplies are within easy reach range.
- Many of the tools utilized in your specific area include adjustable features that have been designed to enhance your comfort. Make sure you know and understand how to properly use all of the adjustable features that come included in the tools you work with.
- Good lighting is essential; make sure your working area is well lit.
- **The best ergonomic position is the next one you position yourself comfortably in.**

Repetitive Motion Injuries Are Preventable, Reduce Risk Factors By Doing the Following:

- ◆ Be aware of your posture and stay comfortable throughout your shift.
- ◆ Stay flexible and adjust your body and working equipment often to maintain comfort.
- ◆ Keep frequently used items within an easy reach range to avoid awkward reaching.
- ◆ Keep the work area free of clutter and well organized.
- ◆ Stretch frequently and take mini-breaks throughout the shift.
- ◆ Avoid excessive force and awkward motions.