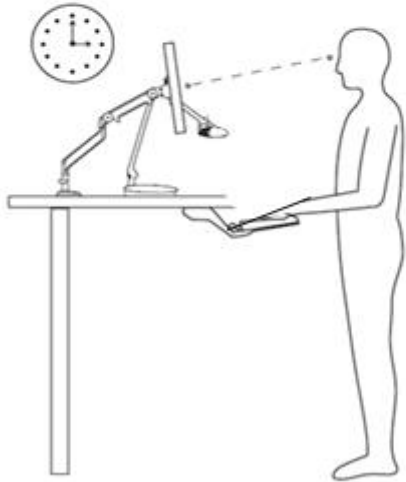


ADJUSTING YOUR WORKSTATION



Ergonomics is the science of arranging the task or physical environment to fit the individual. A workstation should be designed to accommodate the individual's physical needs rather than forcing the individual to fit the workstation. Ergonomic principles should be used when selecting furniture and equipment to create a productive and safe work area.

Chair Adjustment

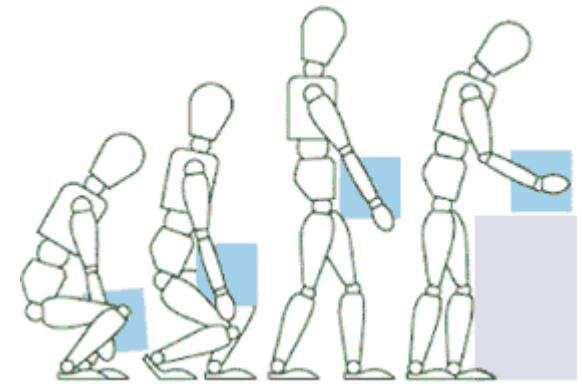
1. Raise or lower the seat to ensure your thighs are parallel to the floor with your feet flat on the floor or on a footrest.
2. Adjust seat pan depth to maintain two inches of clearance between the back of knee and front of seat.
3. Adjust back rest height to provide lumbar support in the small of your back
4. Lean back in your chair, a minimum of one inch of spring is recommended.

Keyboard and Mouse

1. Allow your shoulders to relax, your keyboard should be about one inch below resting elbow height. Your wrists should be in a neutral position and palms should rest on a support.
2. Position your mouse close to the keyboard to minimize reaching. Avoid anchoring your wrist. Glide your palm over surface and use entire arm to guide mouse.

Monitor

1. Position monitor about an arm's length away with the top line of text just below eye level. Tilt monitor so line of sight is perpendicular to the monitor.
2. Align monitor and space bar with center of your body. Position reference documents between keyboard and monitor with angled document holder.
3. Sitting or standing, the keyboard and monitor adjustments are the same. If you have a sit/stand desk, stand for about 15 minutes per hour to promote circulation and reduce fatigue.
4. Keep work tools close to body to avoid reaching or stretching. Balance your work to maintain your body alignment.



LIFTING AND CARRYING

Standard Lift

When lifting a load to carry, position feet shoulder width apart, tighten stomach muscles, bend your knees, hug the load and let the strong muscles in your legs do the actual lift. Avoid twisting as you lift. Keep the load close to your body as you carry it.

Odd Size Loads

Long loads that are relatively light can be awkward to lift and carry. Support the load on your shoulder, keeping the front end of the object higher than the rear. If the load is long and heavy, two people should carry it using their shoulders. This technique should also be used if the load limits visibility.

Hard to Reach Loads

When lifting loads above the shoulder level use a stepstool or ladder and hug it to you. If possible, hand it up or down to a waiting co-worker.

Heavy Loads

Get help. Both people should use the standard lift and stay in step while carrying.

SERVICES AVAILABLE THROUGH EHS

Workstation Assessment

An assessment of your workstation is available. The technician will review your area, tools and work habits. Recommendations are then made to adjust the workstation to fit you.

Ergonomic Clinic

A clinic can be delivered to your work group which includes stretching demonstrations to improve productivity, tips to safely perform tasks and discussion of injury prevention.

TRAINING AVAILABLE THROUGH NETLEARNING@UIDAHO

Back Safety (BS09)

This course covers general back safety awareness regarding job specific hazards, safe work practices and ergonomics.

Back Injury Prevention for Supervisors (UIC_11)

This course is intended to provide supervisors with a detailed understanding of how a healthy back works, how to lift properly and how the health of the back can be improved and maintained through the performance of flexibility and strengthening exercises. The importance of examining and adjusting working environments, identifying unsafe work practices and the use of proper techniques to reduce the possibility of back injury are discussed.

Office Safety (OF09)

This course covers hazards that may be encountered when working in administrative areas including ergonomic stress, hazard communication, blood-borne pathogens and electrical safety.

TAKE A MICROBREAK

Take two or three 30 to 60 second breaks each hour to allow your body to recover from periods of repetitive stress. Stretching gently during breaks will improve productivity. Stand up, take a walk around your work space and refresh by drinking water.

WORKSTATION STRETCHES

Squeeze your Shoulders Put your hands up, with forearms raised, push your arms back, squeezing your shoulder blades. Hold for a few seconds.

Neck Flex and Extension Slowly tip your head forward and touch your chin to your chest. Slowly tip your head back as far as possible. Repeat 5 times.

Back Extension Standing, put your hands on your hips and lean back as far as possible, arch your back. Return to an upright position. Repeat 5 times.

Low Back Flex Sit in a chair with feet on floor, tip chin to chest and slowly lean forward reaching toward the floor. Repeat 5 times.

Hand and Arm Flex Extend arms in front of you at shoulder height with hands up. Point fingers up, palm facing away, use other hand to gently pull back on fingers. Next, flex hand downward and pull toward you. Switch hands. Repeat both hands 3 times.

For more information on ergonomics and other safety related training courses, please contact EHS through netlearning@uidaho.edu or use our office contact information.

Students, Faculty, and Staff may request courses.

Environmental Health & Safety
Attention: Occupational Safety
Phone: 208-885-6524

safety@uidaho.edu
www.uidaho.edu/ehs

Updated 1/24/17

University of Idaho

WORKPLACE ERGONOMICS



ENVIRONMENTAL HEALTH & SAFETY

*Mailing Address: 875 Perimeter Dr.
MS 2030*

Moscow, ID 83844-2030

Street Address: 1108 W. 6th Street

Phone: (208) 885-6524

Fax: (208)885-5969

E-mail: safety@uidaho.edu

www.uidaho.edu/ehs