

SAFETY BASICS



ERGONOMICS- OFFICE BASICS

Definition: designing the workplace to fit the employee. Arranging the work area to eliminate or limit stretching, over reaching and twisting to prevent injury.

Ergonomic Principles:

Adjust chairs to the proper height so that the feet rest comfortably on the floor.

Sit with your arms at a 90 degree angle and hold your wrist in a straight (neutral) position.

Place the video monitor or other screens below eye level, and 18 to 24 inches from your eyes.

Maneuver your mouse with arm movement, not by twisting your wrist.

Put work close to your body to prevent over reaching.

