

Company Name: \_\_\_\_\_ Dept: \_\_\_\_\_ Location: \_\_\_\_\_ Date: \_\_\_\_\_

#001

## OFFICE SAFETY – YOUR WORKSTATION

Keeping your workstation safe and comfortable is an excellent way to prevent injuries at work. proper work area arrangement makes your work easier and reduces the risk of injuries.

**Musculoskeletal Disorders** occur when you strain your body beyond safe limits or do the same thing over and over without giving your body time to rest.

Musculoskeletal disorders can occur at work or at play, but all begin with physical stress on:

- Muscles ▪ Nerves ▪ Ligaments ▪ Joints ▪ Tendons ▪ Cartilage ▪ Spinal Discs

The most common causes are:

- Awkward Postures ▪ Repetitive Motion ▪ Improper Lifting ▪ Contact Stress ▪ Extreme Force ▪ Vibration

**Prevention** – The best way to prevent musculoskeletal disorders is to change the way you work to remove undue stress on your body. Learn to recognize and avoid awkward postures and positions. Arrange your work and your workstation so you keep your muscles relaxed. Move the work to you, instead of moving your body to the work. Try to keep your work close to your body and near waste level. Keep commonly used items within easy reach.

**Keyboard** – If you use a keyboard position it so your arms hang comfortably from your shoulders and close to your sides. Bend your arms at your elbows at a comfortable angle. Keep your hands in a straight line with your forearms, so you don't bend your wrists. Use a keyboard tray long enough to use your mouse on it. Use a document holder to help you sit in a neutral position.

**Video Display Terminal** – If you work at a VDT set the top of the screen at or just below eye level when you are sitting up straight. Don't hunch over or tilt your head to avoid glare. Close the blinds, or change lighting to reduce glare. Your office area should be about as bright as your monitor screen.

**Chair** – You should adjust your chair to let you reach your work without hunching forward or pulling your shoulders up. The seat height should keep your thighs parallel to the floor and your feet should rest flat on the floor. Adjust your chair to support your lower back and keep its natural curve.

Meeting Conducted By:

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Print Name

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Signature

Meeting Attended By:

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Document Filing Reference

Notes & Suggestions