

Company Name: _____ Dept: _____ Location: _____ Date: _____

#016

OFFICE SAFETY – PREVENTING CTD'S

- Break up repetitious work.
- Relax. Don't use your muscles to hold your hands or shoulders in a particular position. Keep your limbs and shoulders limp as much as possible, even during short pauses.
- Use moderate postures for individual joints. Stay away from positions near the extremes of your joints' range of motion; the most neutral joint position is about halfway.
- Minimize contact with hard or sharp surfaces. This is especially important at the wrists and elbows.
- Don't use too much force. Notice any exertions you have to make and see if they can be eliminated. "Exertions" don't have to involve breaking into a sweat. They can be subtle, such as pulling a hard-to-reach drawer or lifting a heavy file.
- Keep your hands and fingers warm. Consider gloves or even fingerless gloves.
- Break up exposures to vibration.
- Variety! In other words, change posture and activities often. If possible, take breaks before getting tired. Extremely short breaks can be very helpful.
- Fitting the physical workspace to the worker" is often touted as the best way to prevent CTD. This is an incomplete view. Although physical workstation design, physical tool design, and adjustability are important, there are many other work-related factors. Three less tangible but extremely important factors are job design, stress control, and individual work style.
- Examples of job design are infrequent or inflexible breaks, low activity variety, and fast pace. Examples of stressors are deadlines, monitoring, and bad management. Examples of harmful work styles (in the context of computer work, for instance) are how hard the individuals hits keys, how the individual holds his/her wrists, and where the individual places the mouse.

Most CTD's are preventable and curable if caught early. The key is to notice trouble when it starts --- and do something about it. Early signs may include persistent pain, tingling, numbness, burning, or aching. The signs may be constant or may occur mostly after certain activities. A health professional should be consulted when you are concerned about possible early signs.

Meeting Conducted By:

Print Name

Signature

Meeting Attended By:

Notes & Suggestions

Document Filing Reference