

Ergonomics: Are you set up right?

Ergonomic best practices for a comfortable and productive office workspace

Brittany Keller-Hokuf

SERMA Sr. Risk Management Consultant

Ergonomic Assessment Specialist III, AOEAS, REAS



Define Ergonomics

Determine the risks of poor Ergonomic practices

Discuss good Ergonomic practices

Hands on! Ergonomic Scenario's



What is
Ergonomics?



Ergonomics

Merriam-Webster defines ergonomics as:

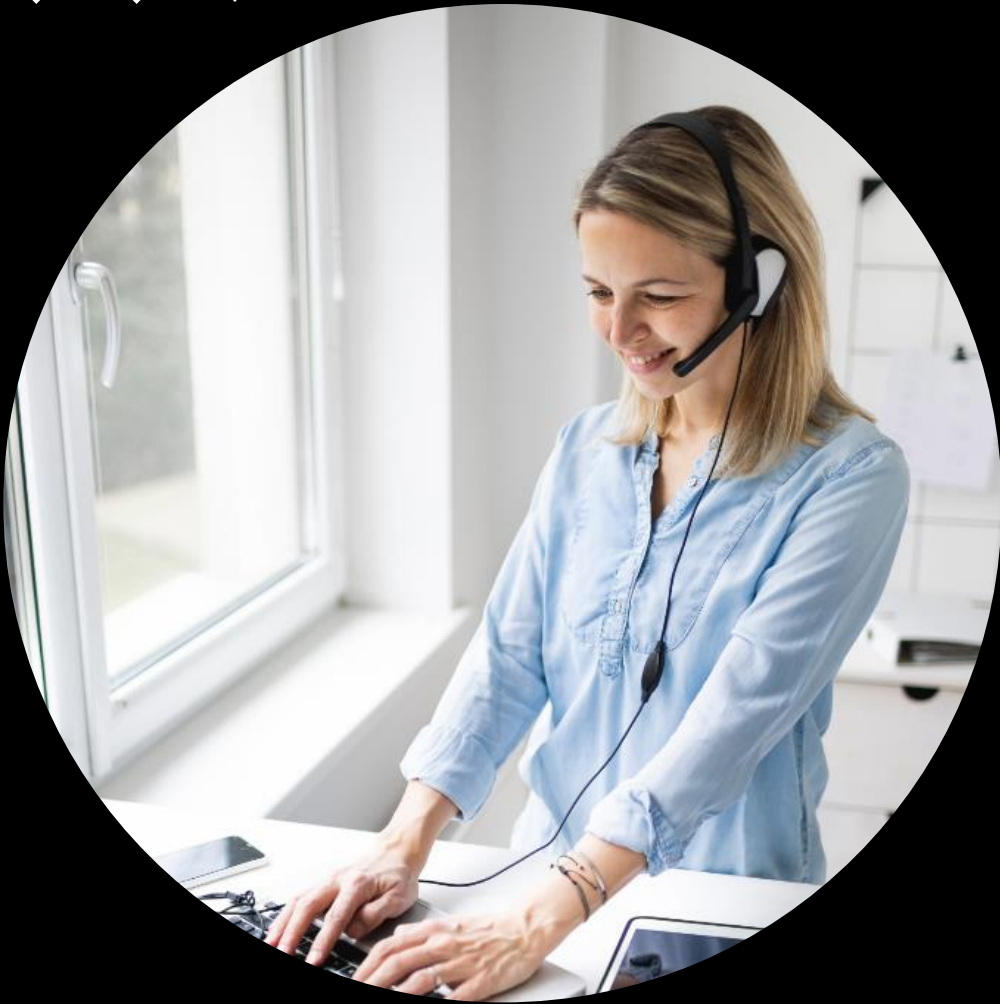
“An applied science concerned with designing and arranging things people use so that the people and things interact most efficiently and safely.”





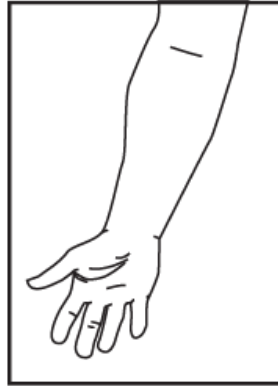
In other words,...

the science of fitting the task to the person, not forcing the person to fit the task.

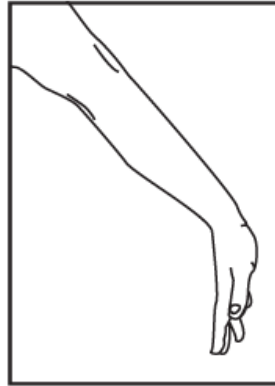


Stretch Break!

Finger and Wrist Flexor Stretch



1.



2.



3.

1. Straighten your elbow with palm up.
2. Point your fingers toward floor.
3. Use your other hand to gently pull down on your palm and fingers.
4. Hold for 10 - 15 seconds. You should feel a mild pulling sensation. If you experience discomfort, then perform the stretch more gently or go back to the previous step.

The Risk Factors of Ergonomics

Repetition

Awkward
posture

Forceful
motion

Stationary
position

Direct
pressure

Vibration

Extreme
Temperature

Noise

Work Stress

What are the Possible Effects of Poor Ergonomic Practices?

Pain

Weakness

Stiffness

Sensitivity

Swelling

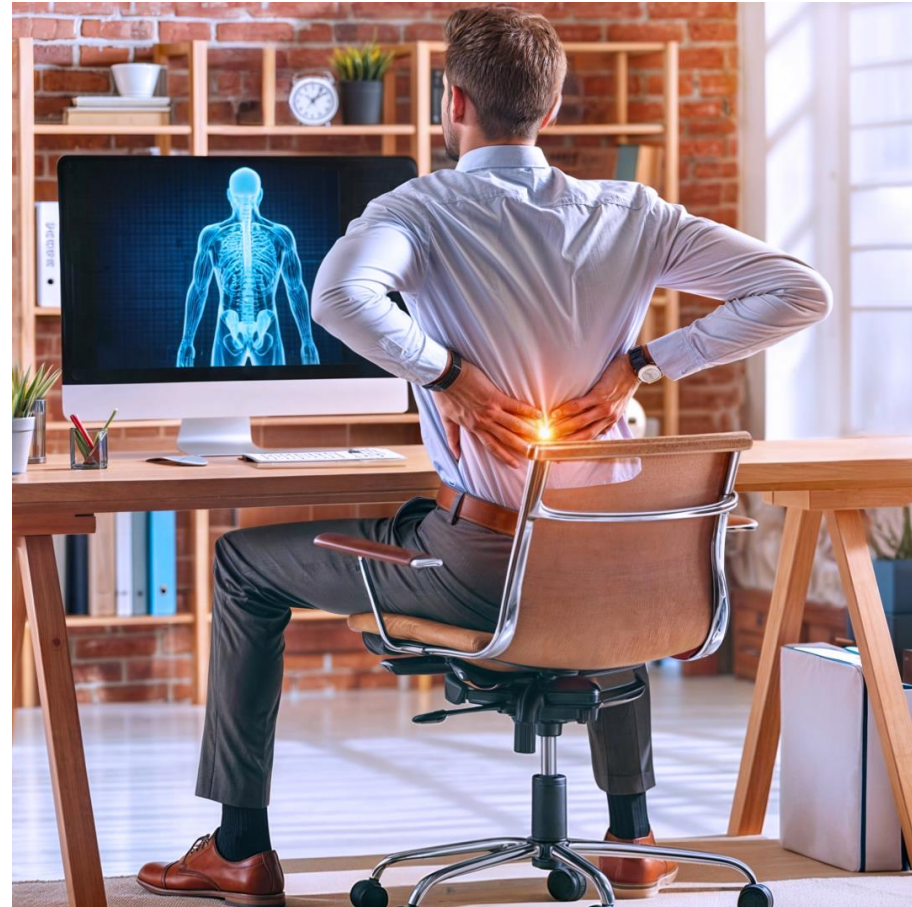
Burning sensation

Tingling

Drowsiness

Difficulty moving

Clumsiness



Benefits of Good Ergonomic Practices

Reduced risk of MSDs

Less fatigue

Increased productivity

Lower turnover and absenteeism

Improved employee engagement



Good Ergonomic Practices

Stretch

Take microbreaks

Listen to your body

Proper workstation setup

Stretching helps to:

Increase range of motion

Increase blood flow to your muscles

Improve your posture

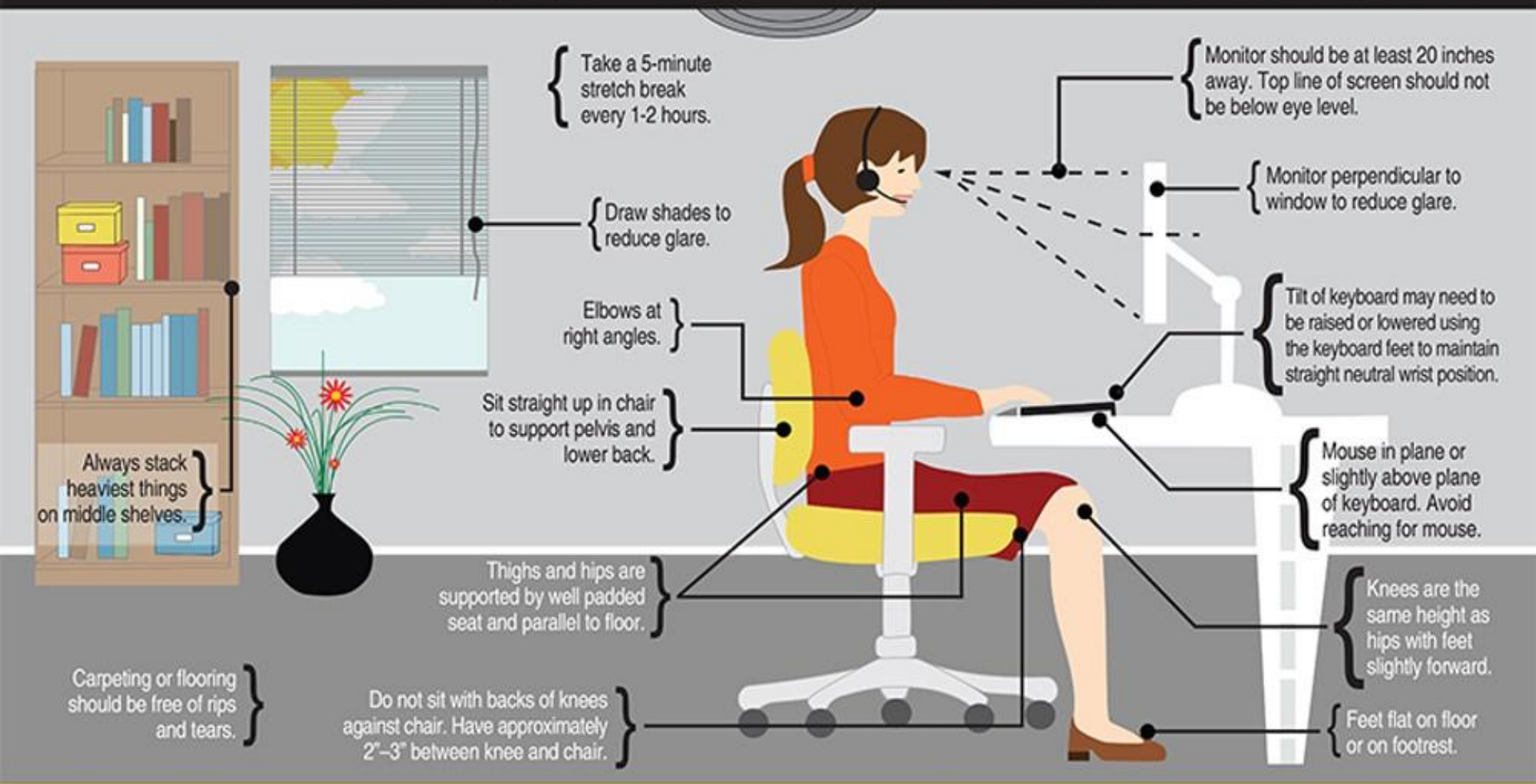
Calm your mind

Improve flexibility

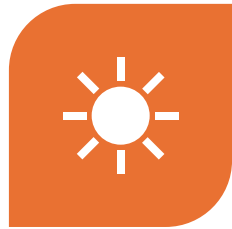


Your Body at Work: Make Yourself Comfortable

Please note these are general guidelines. Everyone's ergonomic needs are different. If you experience any problems you should report these to your supervisor.



Computer Monitors and Displays



Adjust brightness
of screen for
comfort



Avoid intense or
uneven light



Adjust monitors
to utilize lighting
available



Glare (lack of
lighting or
extreme lighting)
can cause strain
to eyes and body!

Seating

Know the adjustable features of your chair

Feet are on floor and knees slightly lower than hips

2- 4-inch gap between back of knees and front edge of chair

If using armrests make sure positioned just slightly below elbows

Select a chair that fits the curve of your lower back

Position your chair upright and tilted back



Tip! You may need to adjust the height of your chair every day depending on the job task and shoes you are wearing.

Keying and Mousing

Mousing



Hand drapes comfortably on pointing device

Click mouse button with the mid-section of your finger rather than fingertips

Make small circular motions with the mouse by making arm movements from the shoulder



Tip! Try this keying technique: transfer the workload from hands to larger muscles of arms, elbows and shoulders by using arm movements rather than finger extension.

Keying



Shoulders are relaxed and elbows close to your body

Elbows are at about a 90-degree angle

Wrists are straight

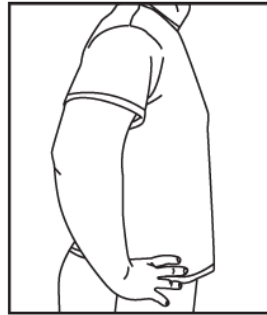
Organizing Workspace



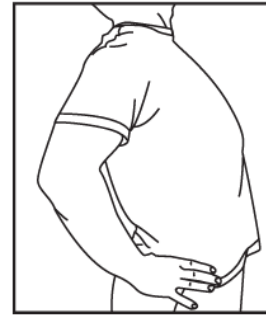
Tip! Remove any unnecessary equipment and supplies from your work area

Stretch Break!

Low Back Flexor Stretch



1.



2.

1. Place your hands on your hips.
2. Gently lean back.
3. Hold for 10 - 15 seconds. You should feel a mild pulling sensation. If you experience discomfort, then perform the stretch more gently or go back to the previous step.

**Scenario 1:
How should
Joey's
workstation
be set up?
What's
going well?**

Joe is 48 years old and 6 ft 2. He works in IT at a State Agency, he has been in this role for 25 years. He works 7:30 to 4:30 most days and takes a full lunch break. He spends a lot of time keying and mousing and is in occasional virtual meetings. He works from home 2 days a week. In Joe's free time he enjoys hiking, kayaking, and playing pickleball.



**Scenario 2:
How should
Rachel's
workstation
be set up?
What's
going well?**

Rachel is 26 years old and 5 ft tall. She works in Human Resources at a State Agency, she has been in this role for 5 years. She works 8:30 to 5:30 most days and works through her lunch break 2 days a week. On Friday, she goes out to lunch with co-workers. She spends a lot of time on the phone, in face-to-face meetings and virtual meetings. She works from home 2 days a week. In Rachel's free time she enjoys traveling with friends, yoga, and occasionally bartending for weddings.



**Scenario 1:
How should
Monica's
workstation
be set up?
What's
going well?**

Monica is 36 years old and 5 ft. 5 inches tall. She works as a professor of nursing at a State University and has been in this role for 8 years. She works 7:30 to 3:30 most days and works through her lunch break. She spends 55 percent of her time in her office workspace mousing and reading. 15 percent of her time meeting with students and 30 percent in lecture. She works from home 1 day a week. Monica is a mom of 3 boys ranging in age from 4 to 9 years old. They all play multiple sports in the fall, winter and spring and her oldest son takes drum lessons. She enjoys spending time at the beach in the summer.





10 TIPS TO Stay Safe & Comfortable at Your Desk

- ✓ Take 1-2 minute microbreaks every 30 minutes to move and stretch.
- ✓ Position the top of your monitor at about eye level, or slightly lower if wearing bifocals.
- ✓ Position your keyboard to be flat or have a slight downward tilt to keep your wrists straight.
- ✓ Place your mouse close to your keyboard.
- ✓ Relax your shoulders with your elbows bent to about a 90-degree angle.
- ✓ Sit with your knees slightly below the height of your hips.
- ✓ Sit upright in your chair with your lower back fitting against the back of your chair.
- ✓ Allow a 2-4 inch gap between the backs of your knees and the front edge of your chair.
- ✓ Keep your feet flat on the floor or on a footrest.
- ✓ Follow the 20/20/20 rule: Every 20 minutes, look away from the screen at an object 20 feet away for 20 seconds.

Set your desk up for success!

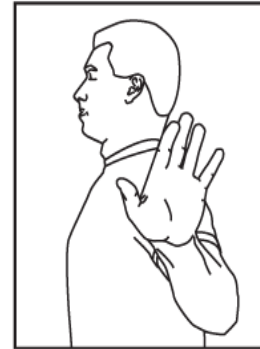
Neck Shoulder Stretch



1.



2.

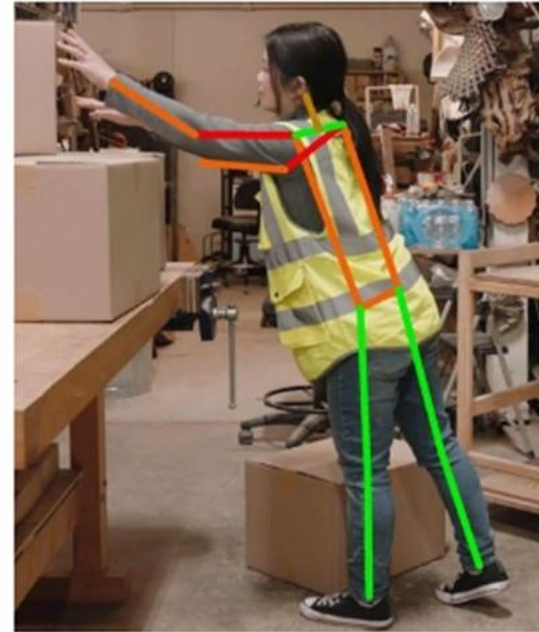


3.

1. Place hands in front of forehead with palms facing out. Take a deep breath in.
2. Pull elbows toward back pockets while rotating palms out.
3. Slowly exhale while squeezing shoulder blades together and drawing head back.
4. Once you have fully exhaled, hold for 10 - 15 seconds. Repeat for 2 repetitions.
If you experience discomfort, then perform stretch more gently or go back to the previous step.

TuMeke Ergonomics

<https://youtu.be/O5caOSDKRv8>



Personalized Ergonomic Reports for Your Workplace

Musculoskeletal injury risks are often hard to see, but they are important to address to protect your workers from performing tasks in ways that can cause injuries and reduce productivity over time.

At Chesapeake Employers, we partner with TuMeke Ergonomics to bring you computer vision ergonomic assessments, customized for the tasks you perform every day. Access to these ergonomic assessments is included at no extra cost. **Here's how it works:**

1. Using your phone camera, record a 30 second video of the task you wish to assess.
2. Email the video to safetytech@ceiwc.com. To send large video files, you may want to use a file sharing service such as WeTransfer. Include your agency number and company name in the email.
3. Chesapeake Employers will upload the video to TuMeke Ergonomics and reply to your email with their ergonomic assessment of your video. The report will highlight risky postures and provide recommendations on how to change the job to reduce risk.

Questions?



A photograph of four diverse business professionals (two men and two women) in a modern office building, all smiling and clapping their hands. They are dressed in professional attire. The background shows a bright, multi-level office space with white walls and railings.

**Thank you for attending
our Ergonomic breakout
session!**

For more safety information, visit us online at www.ceiwc.com/safety-resources