

ERGONOMICS: OFFICE/ADMINISTRATIVE

Preventive Measures and Controls

Using Your Telephone

- Do not cradle the telephone between your shoulder and ear. This can cause decreased circulation, pinched nerves and produce neck and upper back pain.
- Keep the telephone near your seated location and hold the phone to your ear. If you use the telephone for extended periods of time, consider obtaining a hands-free device.

Materials Handling

- Test the weight of the load to determine if you can safely carry the weight.
- Plan your route before lifting and carrying the load.
- Instead of carrying one heavy load, separate it into smaller, lighter packages and make multiple trips. Use a cart or trolley or ask a co-worker for assistance.
- Place or store heavy items at mid-body height to make retrieval easier.
- Do not lift objects that are slippery, extremely hot or unevenly balanced.
- Make sure you can fit through narrow spaces and that your fingers are out of the way when you set the object down.
- Keep your arms and the load as close to your body as possible.
- Bend with your knees and let your legs and hips do most of the work.
- Do not arch your back.
- Use small steps when walking with a heavy load.
- Do not use fast or jerky movements when lifting, especially when lifting heavy objects.
- Always use two hands when pushing or pulling. Do not pull with one arm extended behind your body.
- Ensure that good visibility is possible without awkward motions such as twisting or stretching. If your vision is blocked when pushing a cart from the back, move to the front corner of the cart to push.
- Keep your upper arms against your rib cage with your elbows in. Keep your hands at or slightly above waist level. Keep your feet shoulder width apart.
- Bend your knees slightly and move the load by shifting your weight. For example, with one leg in front of the other, bend your knees and move the load by shifting your weight from your back leg to your front leg.