Proper Body Mechanics and Work Station Ergonomics for the Informed Worker

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Objectives

By the end of today’s session you will be able to:
- Identify simple changes that can be made to your work station to decrease risk of injury
- Identify safe lifting techniques
- Demonstrate stretches that should be performed throughout your work day

Ergonomics

Goal: Fit the environment to the person

How is this done?
- Adjust the monitor, chair, keyboard, telephone, mouse, etc.
Risk Factors For: Repetitive Motion Injuries

- Force (How Hard)
- Repetition: (How Frequent)
- Contact Stress (Corners, edges)
- Posture (Rounded Shoulders)

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Posture

WHAT SHOULD I AVOID?
- Avoid slouching
- Avoid forward head thrust

WHAT SHOULD I DO?
- Align ears over shoulders
- Align hips over ankles

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Benefits of Proper Work Station Set-up

- Minimizes Employee Injury
- Less fatigue at the end of the work day
- Maximize efficiency thus helping to increase output
Work Stations: What to look for

- Where is the Keyboard?
- Where is the Mouse?
- Where is the Telephone?
- Where is the Monitor
- How is the Chair Positioned?
- Do you need a Foot Rest?

Keyboard Set-up

- Elbow angle should be at 90 degrees
- Wrist in neutral (straight)
- Hips at 90 degrees
- Knee angle 90 degrees
- Feet flat on the floor

Mouse Set-up

- Keep mouse as close to the keyboard as possible
  - This minimizes extension at the elbow
- Use shortcut keys to reduce mouse usage
Telephone:

Place on the opposite side of your mouse
- Why?
  - To help prevent repetitive motion injuries

Where should my monitor be?

1. Top of the monitor should be at eye level
   a. For bi/trifocal wearers monitor placement will be different

2. Depth: At least 20 inches away from the operator

How should my chair be set-up?

- Elbows at 90 degrees
- Hips at 90 degrees
- Knees at 90 degrees
- Feet flat on floor or on footrest
- Lumbar adjustment into small of back
- May use a footrest to get hips and knees to 90 degrees
Footrests

- Helps achieve elbows, hips, and knees at 90 degrees

Workspace Envelope

- Area within one arms length that you can access without leaning your body forward
- Anything you use frequently should be within this space

Common Adjustments

- Lumbar rolls
- Easel to place documents on
- Filter if you have an older monitor
- Footrests
- Keyboard trays
- Ergonomically correct keyboards
- Monitor Risers
- Wrist rests
- Alternative mice
Stretching
Let’s Get Up and Stretch!

Proper Body Mechanics
- Feet shoulder width apart
- Keep weight as close to body as possible
- Bend at hips and knees
- Avoid twisting (pivot using feet)
- Push rather than pull

Lifting: What if I have hip or knee pain?
- For light lifting you may use the Golfer’s Lifting Technique
- Bear more weight through the unaffected leg with heavier lifting
- Ask for help!
Questions?

Thank You!

On behalf of Dean Health Systems I would like to thank you for your time and invitation!