

UC Medical Center

SAFETY SPOTLIGHT

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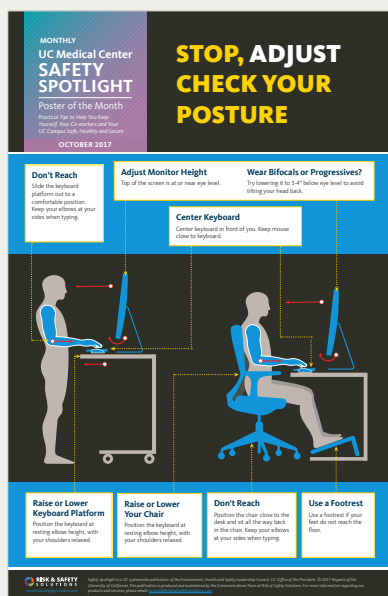
Ergonomics

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POSTER OF THE MONTH



Office Ergonomics

The goal of workplace ergonomics – the science of fitting the job to the worker – is to reduce discomfort, stress and the potential for injury while at work. You should have a general understanding of proper working postures to maintain active involvement in your well being.

What Are The Risks?

Musculoskeletal disorders (MSDs) can occur as a result of improper workplace set-up. Pay attention to the early signs of MSDs: numbness, tingling, burning, weakness, swelling, soreness and spasm. Ergonomic adjustments allow you to work in comfortable and neutral postures, and minimize the potential for repetitive stress injuries. A response of “No” in the first five sections could indicate potential ergonomic risk.

Take a moment to assess your workflow and positioning for the following risk factors:

- Awkward postures – working in a twisted position due to the desk arrangement.
- Staying in the one position for too long – sitting or standing
- Repetitive motions
- Insufficient breaks
- Overexertion or excessive force
- Compression or contact stress
- Improper lifting or bending

What Can You Do

Be proactive. Feel empowered to make simple changes at your desk and in your workflow:

- Check your space for proper ergonomic set up – review the self-evaluation checklist and seated/standing posture guides for assistance.
- Take breaks away from your workspace – get up, stretch, move around.
- Look away from the screen – take visual breaks from both the computer and your phone.
- Report any discomfort or pain to your supervisor IMMEDIATELY

Ergonomic equipment recommendations may be necessary when the workstation cannot be properly adjusted to the user with the existing equipment. UC employees have access to an online ergonomic training module, and are supported by a local ergonomics team for assistance as needed.

Contact your local ergonomist for additional assistance.

Self-Evaluation Checklist

Contact your supervisor for assistance with issues identified in the self-evaluation below, then contact your local ergonomist for further assistance if needed.

YES	NO	N/A	CHAIR
			Does your chair have height and seat depth adjustments?
			Does the seat pan properly support the length of your thighs?
			Are your knees and hips at approximately 90 degree angles?
			Is the backrest supporting your lower back?
			Are you able to comfortably sit back against the backrest?
			Are your arms/shoulders relaxed without interference from the chair arms?
			Are you able to rest your feet flat on the floor or on a footrest?
YES	NO	N/A	WORKSURFACE/KEYBOARD/MOUSE
			Can you relax your shoulders while typing and mousing on the worksurface?
			Are the keyboard and mouse within easy reach?
			Are you able to type with straight wrists?
			Is the mouse next to the keyboard and easy to reach?
			Are you able to float your wrist while mousing?
YES	NO	N/A	MONITOR
			Is the top of the monitor(s) at or just below eye level?
			Is the monitor(s) front and center?
			Can you read the screen without leaning forward?
			If you wear bifocals, are you able to view the monitor in neutral neck postures?
			Are you able to adjust the monitor brightness to a preferred level?
YES	NO	N/A	TELEPHONE/DOCUMENTS
			Is the telephone within easy reach?
			Do you have a headset? (N/A if you do not use the phone while on the computer)
			Are you able to view paper documents in neutral neck postures?
YES	NO	N/A	WORKSTATION/WORK HABITS
			Are your supplies/equipment positioned within close reach?
			Do your legs have clearance under the desk surface?
			Is the lighting sufficient for your visual preference?
			Do you take frequent short breaks to reduce fatigue?
YES	NO	N/A	ASSISTANCE
			Is any of your equipment broken?
			Are you currently experiencing discomfort?
			Do you have any work restrictions?
			Would you like assistance from an ergonomist?



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FEEDBACK PLEASE

Send an email to safetyspotlight@ucdavis.edu to submit your comments on the October issue or to suggest content ideas for future issues. We look forward to hearing from you!

This publication is produced and maintained by the Communications Team at Risk @ Safety Solutions. For more information regarding our products and services, please email service@RiskandSafetySolutions.com.



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