



Safety check: Ergonomics

Lift safely

Improper lifting technique can lead to strains, dislocations and even muscle tears, with most injuries occurring in the back. Whether you're organizing your inventory or decorating your home, make sure you're practicing these safe-lifting guidelines.

- Stretch beforehand so your body gets warmed up
- Keep your back straight and bend your knees – remember to never twist or bend your back
- Make sure you're on solid ground with your feet shoulder-width apart
- Keep the box or object close to your body
- Lift with your legs, not your back
- Limit the amount of weight you carry – it's better to separate boxes or make two trips than to carry too much at once
- Ask for help to carry heavy, bulky or large loads
- Keep pathways clear of tripping hazards

Setting up a home office

More and more workplaces are providing telecommuting and working from home options to help maintain a better work-life balance for employees. While these options may be convenient, don't forget to make sure home offices are set up ergonomically correct. Here are some basic things to check off your list:

- Chairs have proper lumbar and arm support, and can be adjusted for height
- Feet are flat on the ground or footrest
- Viewing distance from your eyes to the monitor is at least 18 inches
- Keyboard and mouse are at approximately elbow height
- Lighting is sufficient enough that you don't have to strain, but not too bright where glare is an issue
- Proper accessories, such as a document holder or phone headset, may be necessary depending on the work

Fast Stat:

About 80% of the American population will experience a back problem at some point. These injuries are not only preventable, they're also costly – Americans spend at least \$50 billion each year on back pain. *(American Chiropractic Association)*

Green Cross Tip

Staying healthy and active are two big ways you can prevent low back pain. Those who carry around extra weight or smoke regularly are more susceptible to back injuries.



National Safety Council

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NATIONAL SAFETY MONTH 2015

Week 3

Ergonomics

The rules of safe lifting!

1. _____ beforehand to warm up.
2. Keep your _____ straight and bend at your _____.
3. Be certain to be on _____ ground.
4. Keep the object _____ to your body.
5. Lift with your _____.
6. Limit the _____ of weight you carry.
7. Ask for _____ to carry heavy, bulky or large loads.
8. Keep pathways clear of _____.

Name: _____