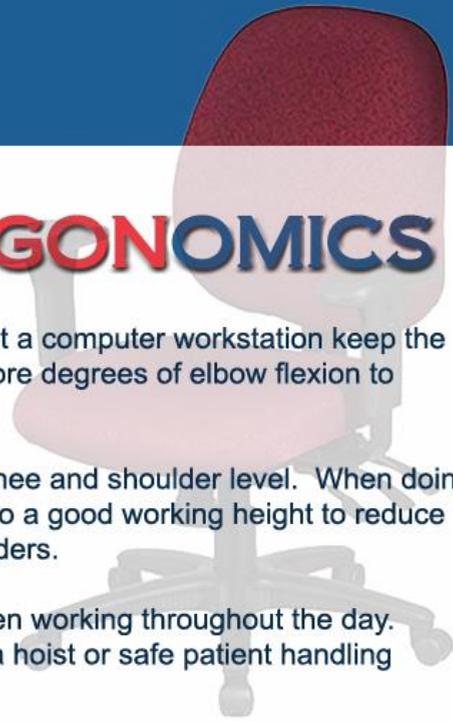


# 12 PRINCIPLES OF ERGONOMICS

- 1. Keep Everything Within an Easy Reach** - When working at a computer workstation keep the mouse and keyboard close. When driving maintain 20 or more degrees of elbow flexion to reduce upper back/neck and shoulder fatigue.
- 2. Work at Proper Heights** - Keep most daily work between knee and shoulder level. When doing patient care activities make sure to raise and lower the bed to a good working height to reduce awkward postures and strain on lower back, neck and shoulders.
- 3. Reduce Excessive Forces** - Watch grip or pinch habits when working throughout the day. For those who work in healthcare make sure to always use a hoist or safe patient handling equipment.
- 4. Work in Good Postures** - When lifting, keep head up, feet wider than shoulder width apart and staggered; and make sure anything being held is kept close to the body.
- 5. Reduce Excessive Repetition** - Stretch frequently throughout the workday and change posture to break up repetitive tasks throughout the workday.
- 6. Minimize Fatigue to the Body** - Change posture used throughout the day and take breaks to stretch.
- 7. Minimize Direct Contact Pressure between the Body and Work Equipment** - Avoid having wrist/forearm rest on a desk edge, which can increase risk of tendonitis and carpal tunnel syndrome.
- 8. Provide Adjustability and Change of Posture Throughout the Workday** - When sitting, make sure to properly adjust the chair backrest, and the keyboard tray.
- 9. Provide Clearance and Access** - Watch out for items that can cause slips, trips and fall. Make sure there is clearance prior to lifting, pushing, and/or pulling.
- 10. Maintain a Comfortable Environment** - Make sure the heat and air conditioning are working properly, dress properly for the work area and always have good shoe arch support.
- 11. Enhance Clarity and Understanding** - Good and Frequent Communication between managers, co-workers, customers and personal friends is the best way to ensure understanding by all parties.
- 12. Improve Work Organization** - Re-organize and transform the work process to improve productivity, reduce repetition and alleviate awkward ranges of motion or force.



Working with the body in a neutral position reduces stress and strain on the muscles