



OFFICE WORKERS

DO'S AND DON'TS FOR SAFE WORK PRACTICES

Instructions: Identify the top 10 Do's and Don'ts you are willing to work on to minimize your risk of injury or aggravation. You can select more or less depending on your need to improve your safe work practices

DO...

- Report any concerns to your supervisor early.
- Maintain neutral postures for different body parts as much as possible
- While performing deskwork or computer work, be conscious of your sitting posture, your chair position, and how your arms are aligned with your work surface.
- Keep your wrists in neutral and avoid excessive deviations when typing or performing manual tasks.
- Position the keyboard at or below elbow height.
- Adjust your chair as your tasks change through the day. Use forward tilt for desk work; recline while on the telephone conversing, maintain lumbar support.
- Use a headset for telephone work.
- Keep your work area well organized. Avoid cluttering the area around your legs and feet.
- Keep commonly used items within near reach (14" to 24") and arranged in a half circle around you.
- Monitor how hard you are gripping your hand tools or keying and lighten up.
- Float your hands and wrists over the keyboard. Lift from the elbow to reach the mouse.
- Move from the shoulders when typing and using the mouse to activate large muscle groups.
- Change your position often (every 30 minutes to hourly).
- Alternate your work tasks throughout your workday.
- Make adjustments to your workstation to suit your position.
- Recognize early signs of muscle fatigue, and stretch or change your task.
- Rest your eye muscles.
- Maintain good flexibility and strength. Stretch while at work and walk around the department. Stretch every 30 minutes for up to 5 minutes during a repetitive task.
- Ice an area if it is aching during or after work for at least 20 minutes/day.

Don't...

- Sit in the same position for **more than 60 minutes**.
- Wait until you feel pain or discomfort to stop an activity.
- Sit with slouched posture over your desk.
- Do a repetitive task all at once.
- Pinch or grip excessively or pound your keyboard.
- Cradle the phone between your neck and shoulder.
- Keep your body, arms or legs in an awkward position for any length of time.
- Poise in extension or lean your hands or forearms on a hard edge, surface or wrist rest.
- Hold onto your mouse or leave your hands at the keyboard if you are not actively using the tools.
- Over reach with your fingers, arms or back.
- Complain if you haven't done all that you can to work in comfort.***

If you have questions about your comfort or your workstation...ask your supervisor or your safety officer immediately!