

# Ergo Responder Training for Office Ergonomics

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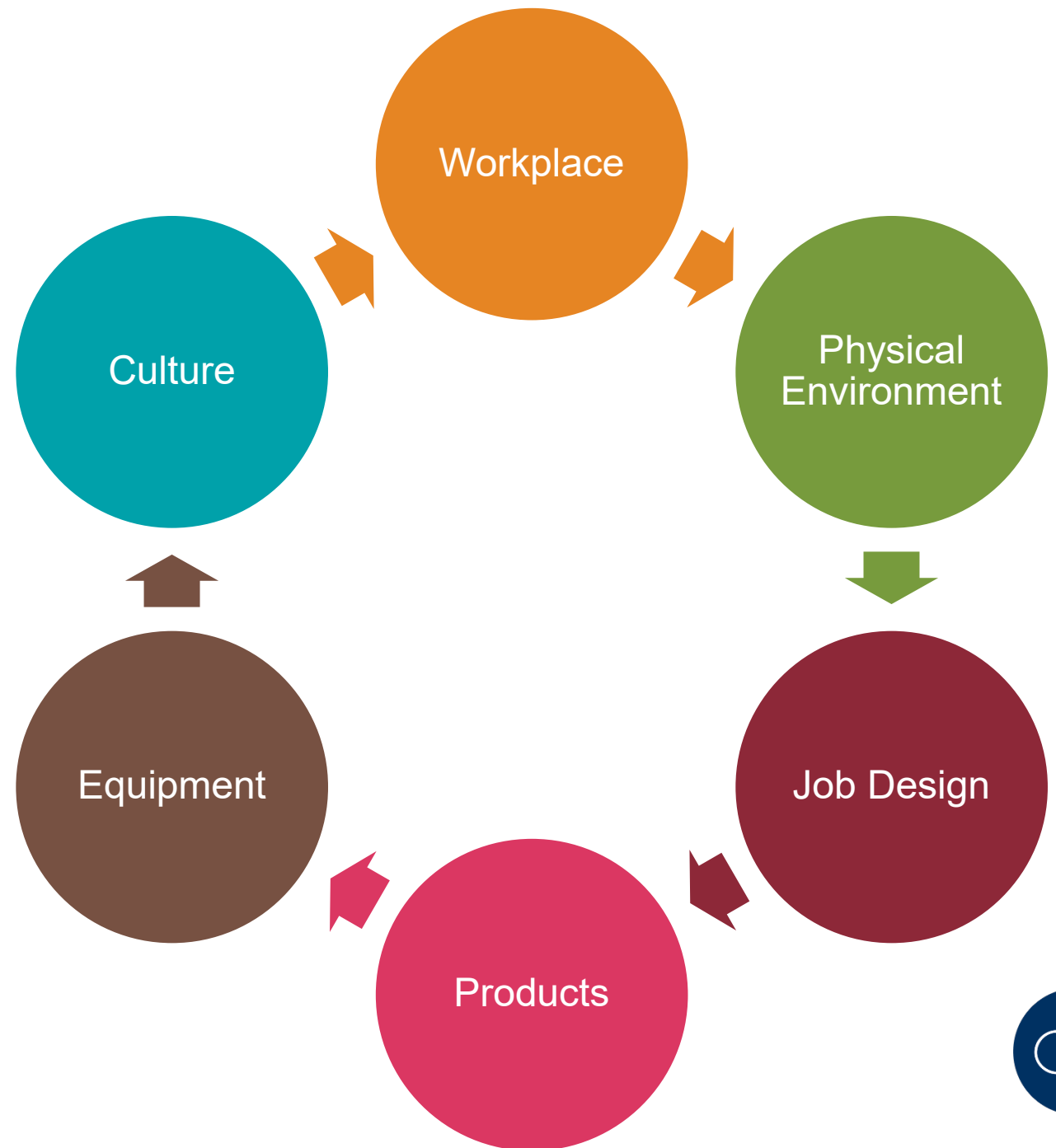


# Training Objectives

- Understand basic office ergonomics principles
- Know the common office risk factors
- Recognize risk factors and offer practical solutions



# Ergonomics – What is it?

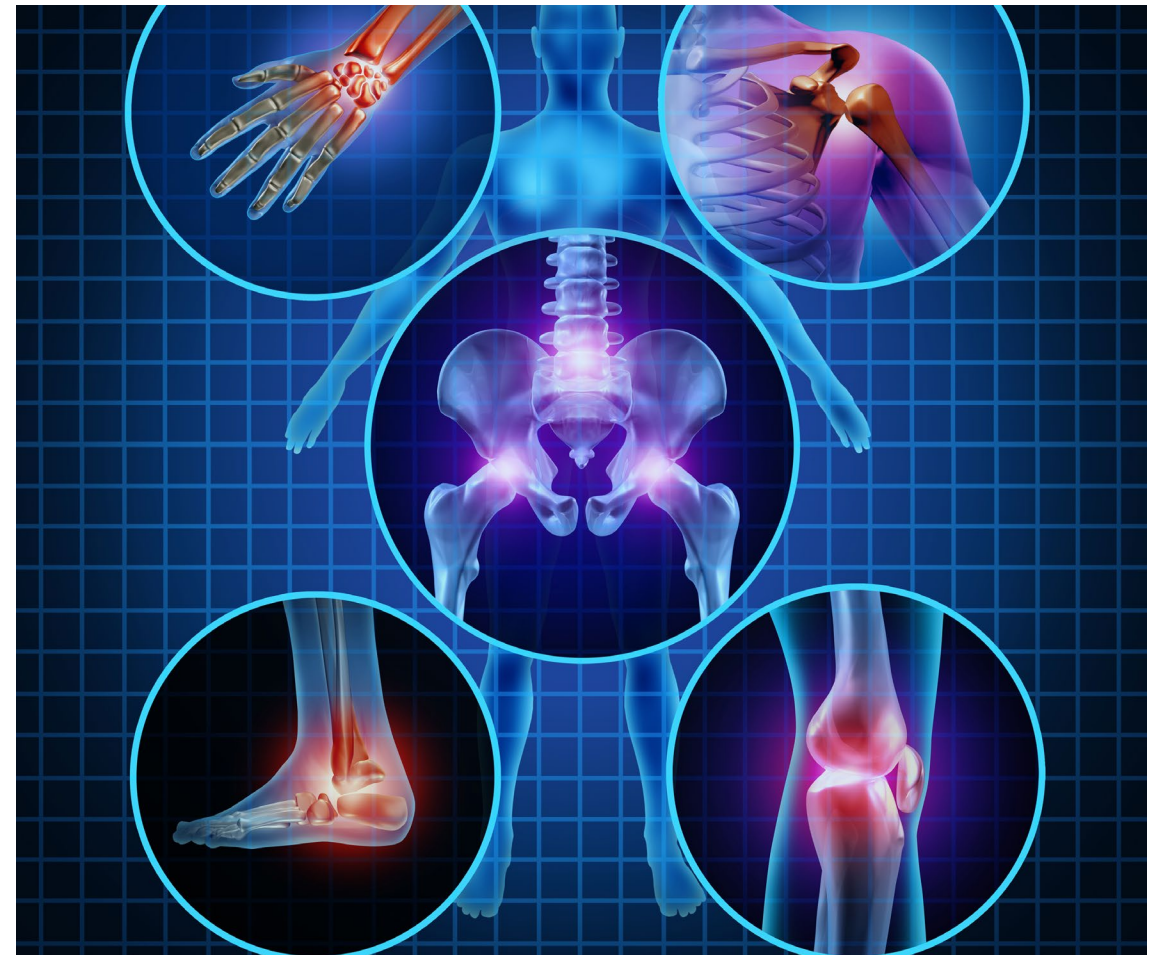


# Office Ergonomics – Our Goals

- Fit the workstation to the individual, not the other way around
- Enable the individual to work in a neutral, supported position
- Prevent or resolve injuries associated with overuse of muscles and tendons

# Musculoskeletal Disorders (MSDs)

- Overexertion injuries, cumulative traumas, repetitive motion injuries, repetitive strains
- Make up large percentage of WC claims
- Expensive to treat, takes time to heal



# Adjusting Your Workstation to Fit You



# Items to Consider in a Proper Workstation



# Common Office Ergonomic Risk Factors

- Awkward Positions
- Static Posture (holding)
- Repetitive Movements
- Contact Pressure
- Lighting (eye accommodation)
- Worker (personal factors)





# How Many Risk Factors Can You Identify?



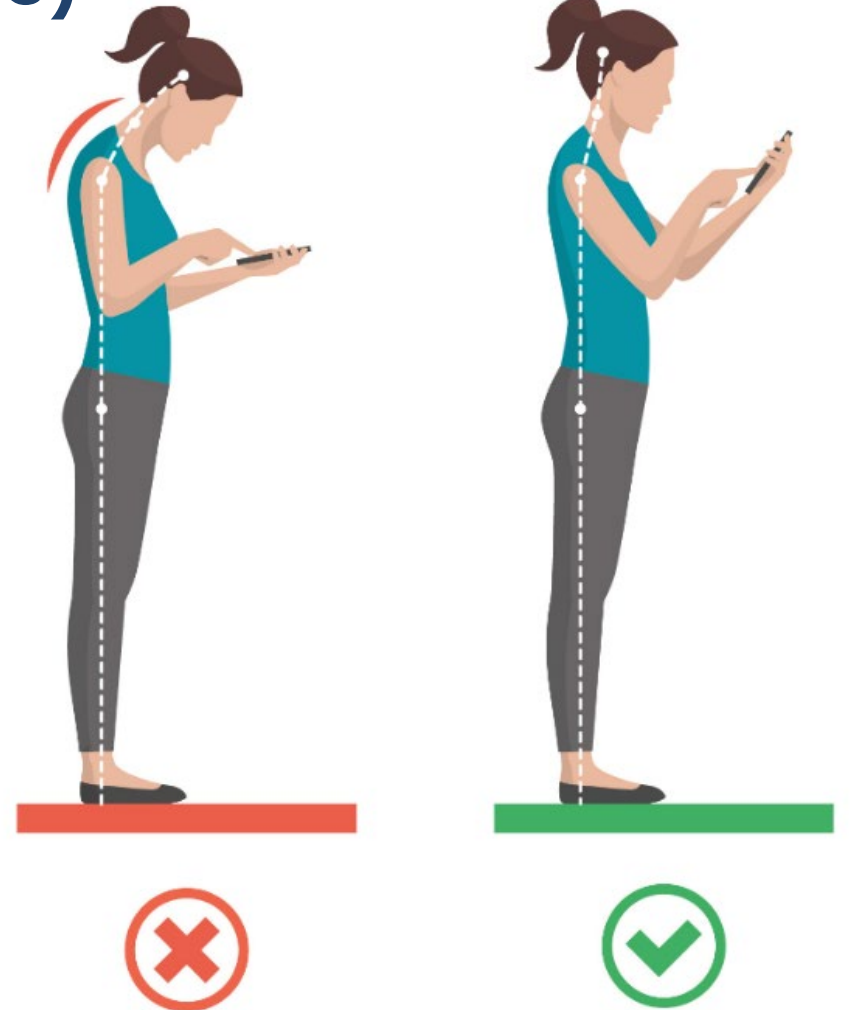
# Can You Identify Any Risk Factors?



# Additional Factors to Consider

## Texting Neck (aka Anterior Head Syndrome)

- Tension headache
- Neck and shoulder pain
- Difficulty breathing; pain in middle of back, chest, and lower back



# Three Most Important Relationships

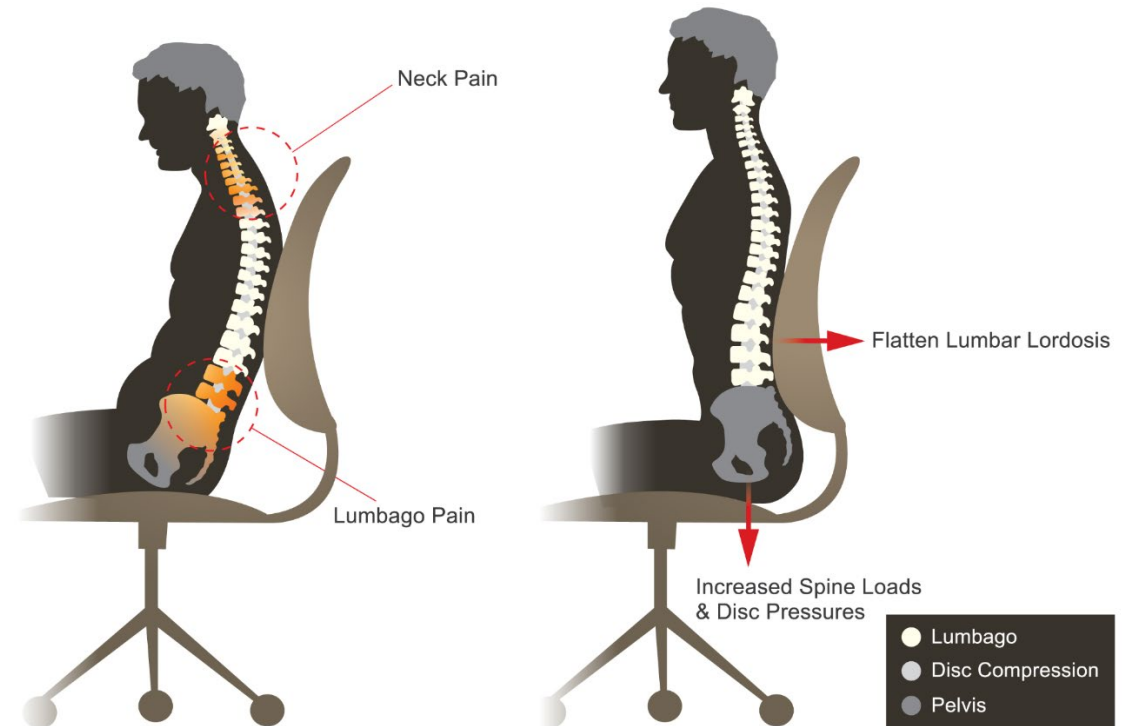
1. Chair
2. Keyboard
3. Monitor



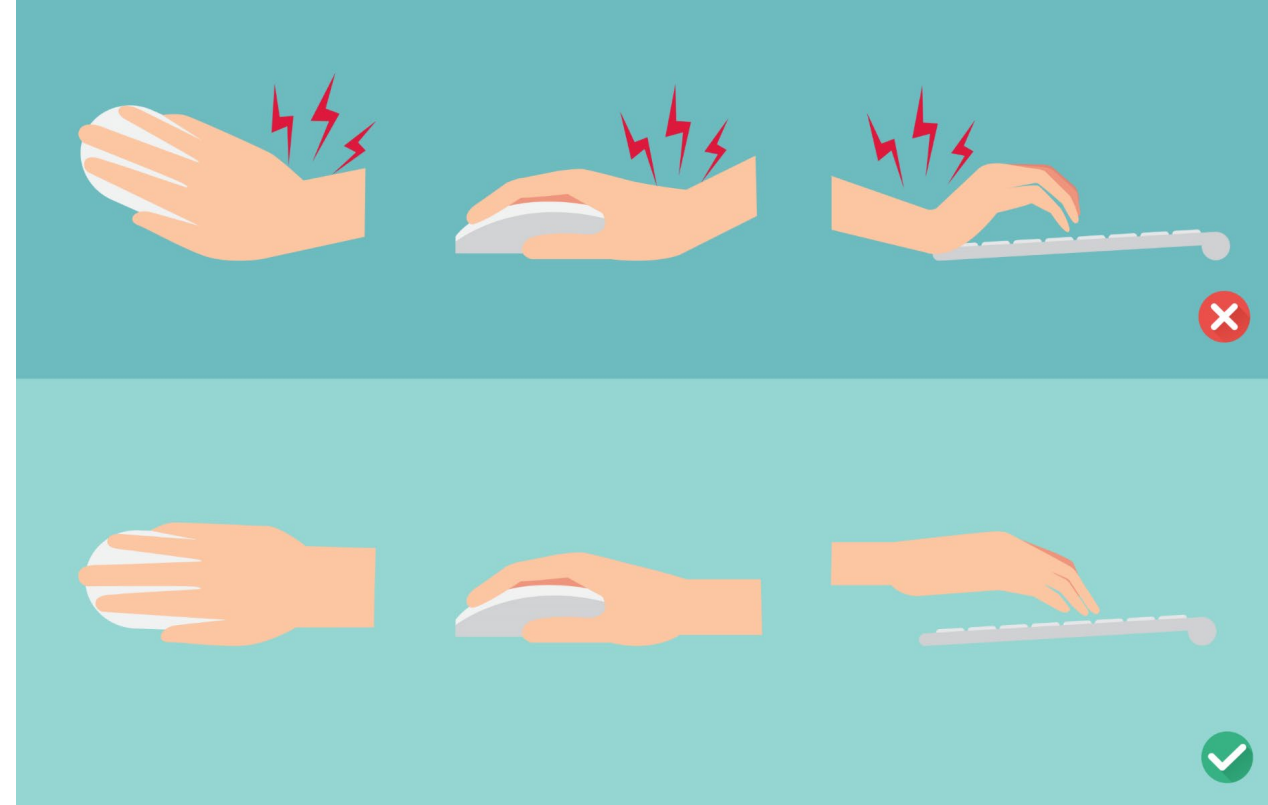
# Establish Your Relationship with the Chair

- Feet flat on the floor
- Weight evenly distributed between tailbone, thighs and feet
- 2 -3 finger width space between back of knee and front of chair
- Back support

## Anatomy of Sitting



# Establish Your Relationship With the Keyboard





# Establish Your Relationship with the Monitor

- Eyes level with top of monitor
- Screen distance is approximately arm's length
- Monitor(s) centered





# Customizing Your Work Area

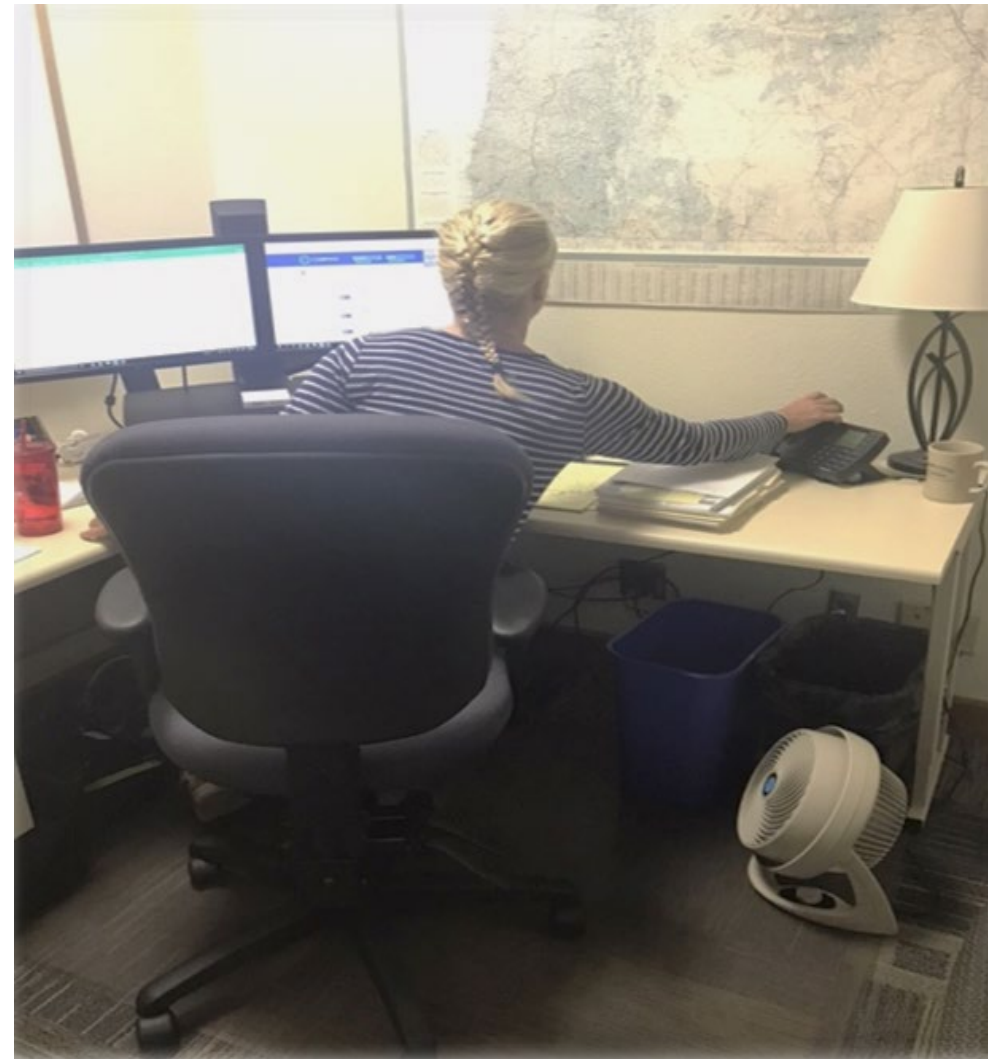




# Observation Assessment



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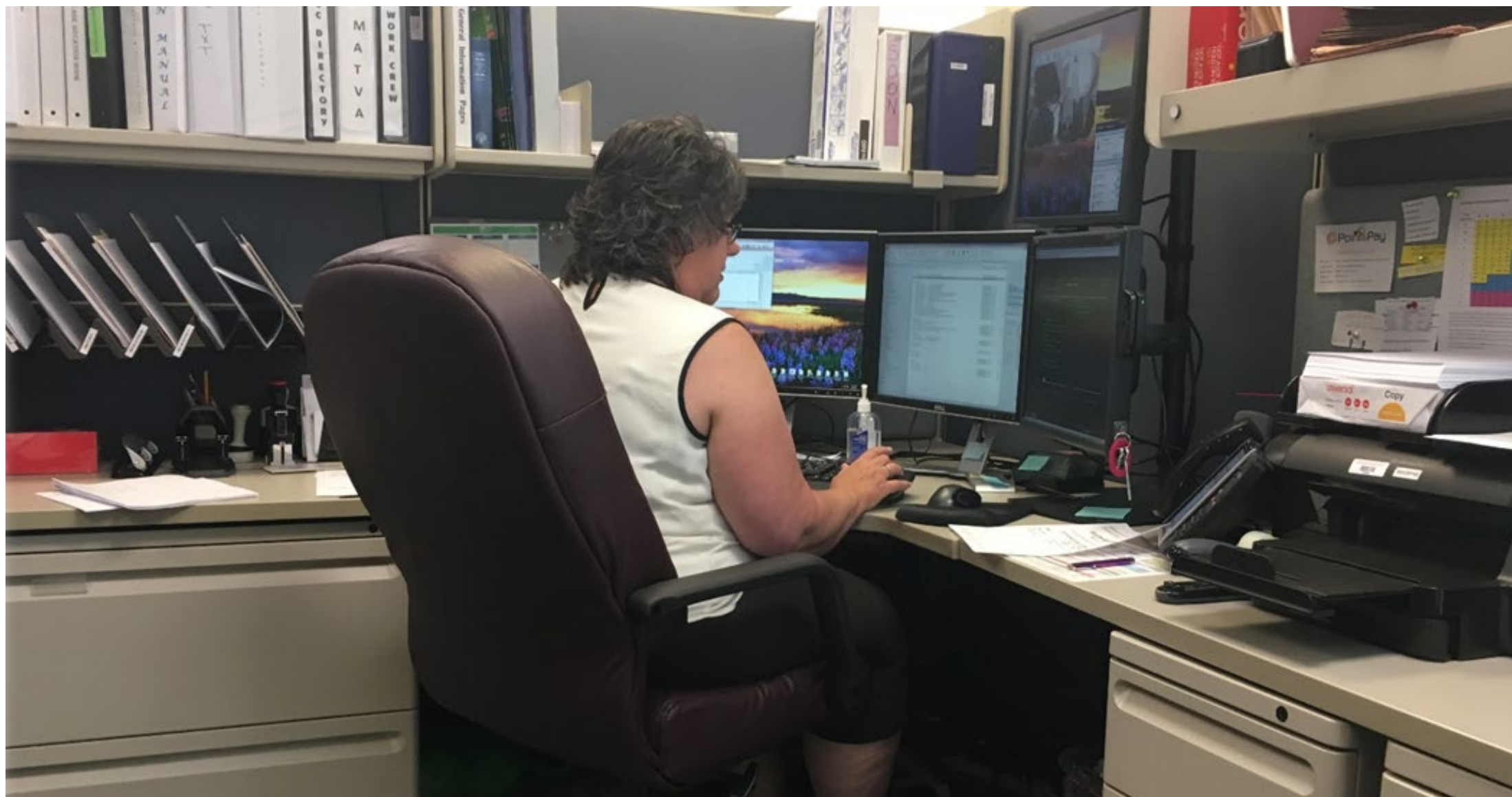




# Group Troubleshooting Exercise



# Scenario #1 – Group Exercise



# Scenario #2 – Individual Exercise, Before & After



# Scenario #2 – Individual Exercise, Before & After





# Scenario #2 – Individual Exercise, Before & After



# Putting It All Together...

- Goal is a neutral, supported position
- Involve the employee in the process
- Focus is on increasing comfort
- Identify no-cost or low cost solution



# The Importance of Changing Positions Throughout the Day

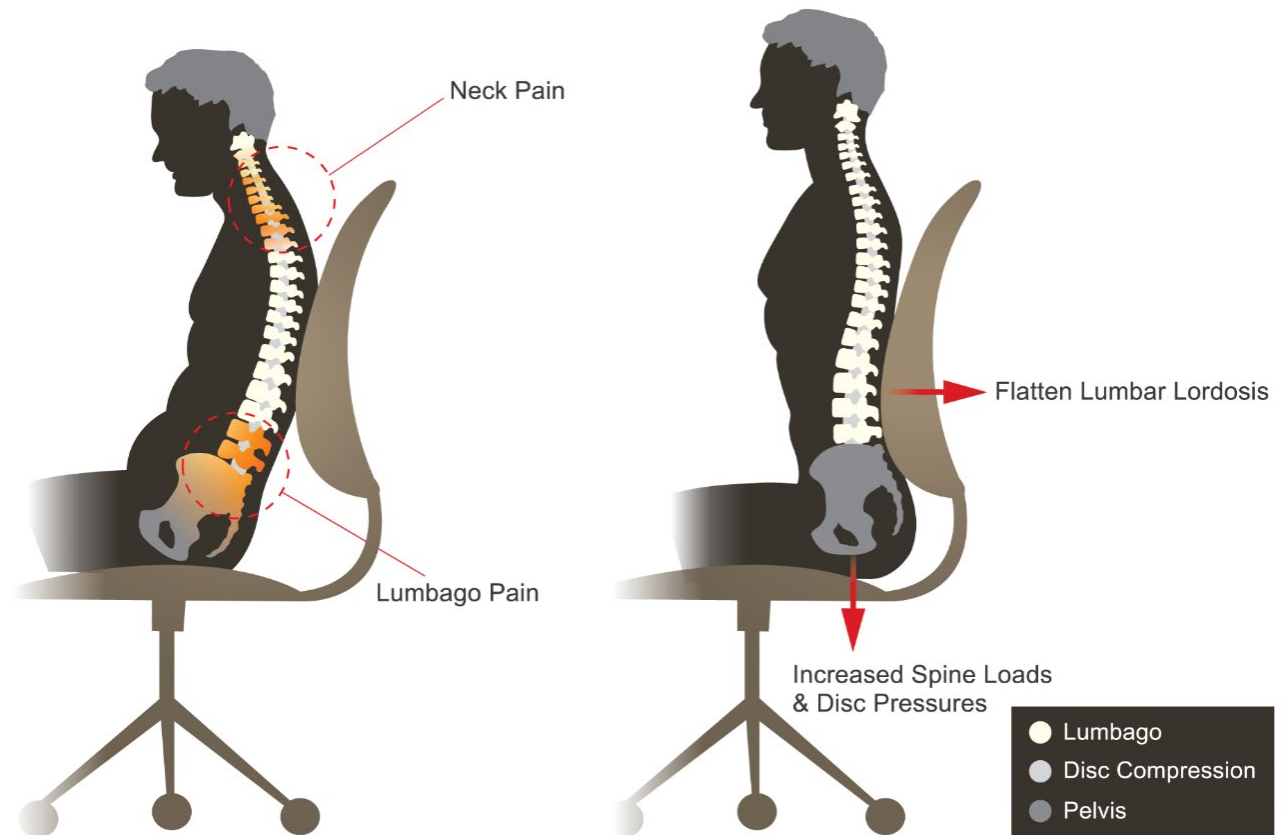


# Spinal Compression Forces

## Encourage:

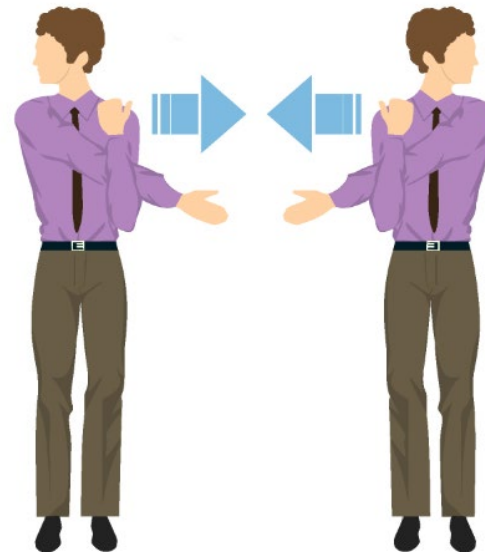
- Standing
- Walking
- Stretches
- Varying tasks

## Anatomy of Sitting



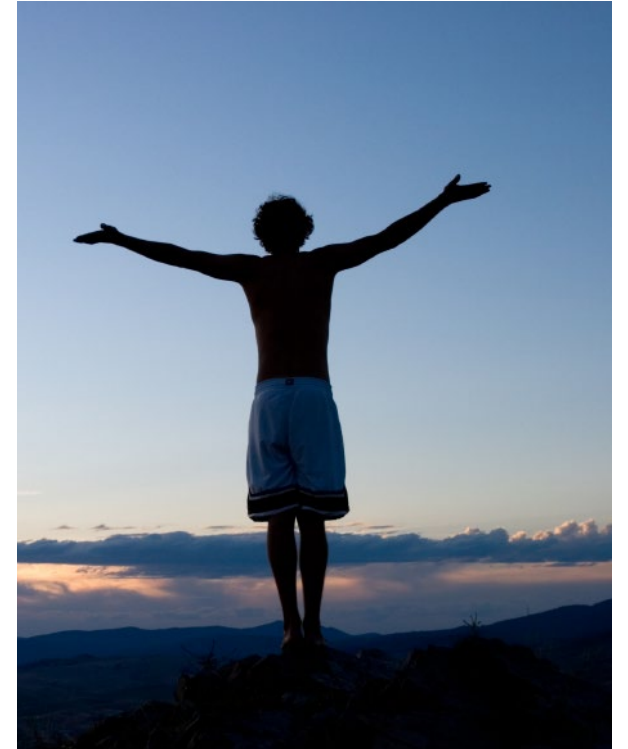
# Workstation Mini-Stretches

- Chin tucks
- Chest-arm stretch
- Neck-shoulder stretch
- Forearm-wrist stretches
- Back extension
- Arm pulls



# Take Time to Move...

- Eyes away from screen (20-20-20 rule)
- Hands off keys and mouse
- Breathe deeply
- Stretch
- Look outside
- Close your eyes

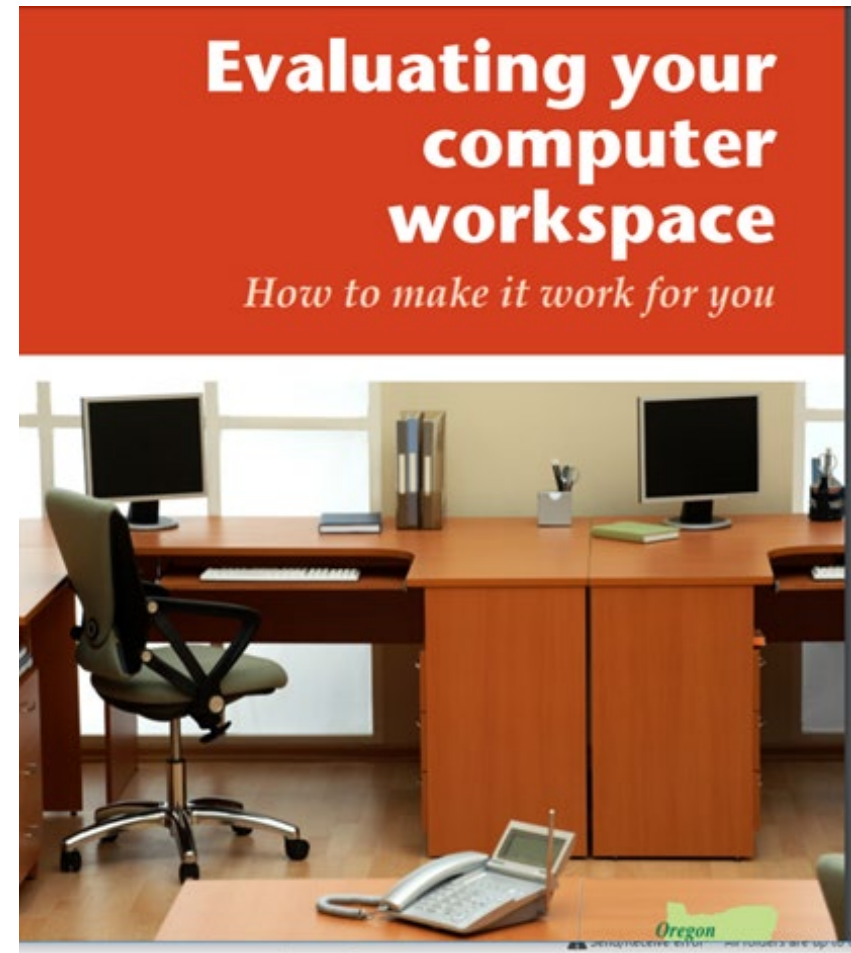


# Ergonomic Resources



# OR-OSHA Online Resource

- “Evaluating your computer workspace: How to make it work for you”
- <http://osha.oregon.gov/OSHAPubs/1863.pdf>







# Managing Ergonomic Requests



Equipment



Accommodation

# What We Can Take Away...

- Strive to work in a neutral position
- Organize your work area
- Limit risk factors
- Get up and move
- Pay attention to your body



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