



FS/HAAF GARRISON SAFETY OFFICE

Outsmart the Darkness: Your Weekly Safety Spotlight



Ergonomics: The Office

A variety of ergonomically related injuries take place, and a variety of terms exist to describe them. The most common terms used are musculoskeletal disorders or cumulative trauma disorders (CTDs). They are also known as repetitive motion or stress disorders.

Types of Injuries

Hand & Arm

- Tendonitis – Tennis Elbow: Pain just below the elbow, repetitive motion of the elbow
- Trigger Finger and Carpal Tunnel: Pain in the hand from typing or repeated finger/hand motion
- Reynauds Syndrome: Serious issue with finger becoming white or ashen. Restricted blood flow.

Shoulders & Back

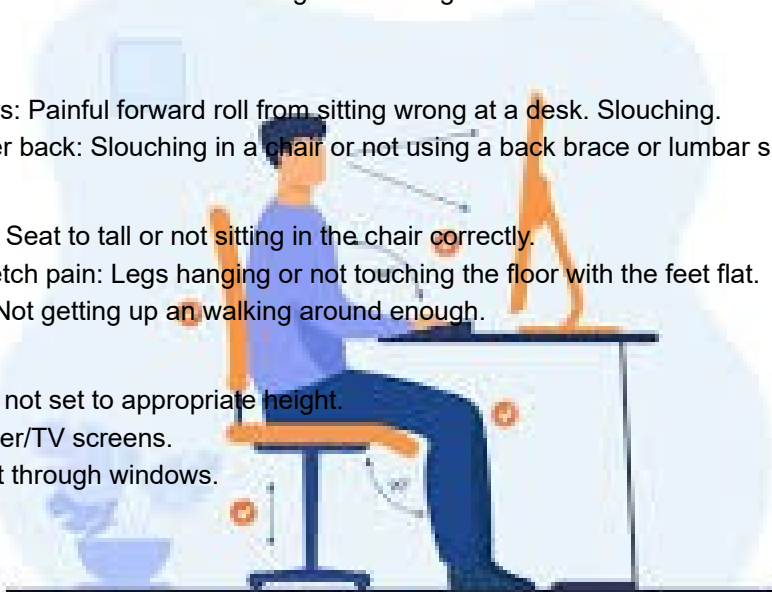
- Hunched Shoulders: Painful forward roll from sitting wrong at a desk. Slouching.
- Painful mid to lower back: Slouching in a chair or not using a back brace or lumbar support.

Legs & Feet

- Back of thigh pain: Seat to tall or not sitting in the chair correctly.
- Shin splints or Stretch pain: Legs hanging or not touching the floor with the feet flat.
- Feet/Toe cramps: Not getting up and walking around enough.

Neck & Eyes

- Computer screens not set to appropriate height.
- Glare from computer/TV screens.
- Glare from sunlight through windows.



Precautions, Hazard Abatement, Etc.

- Take frequent breaks from repetitive motion tasks.
- Avoid repeating awkward movements or holding yourself in awkward positions.
- For computer use--keep the screen 12 to 18 inches from your face and just below eye level.
- Position the keyboard so that your wrists are straight, and your elbows are close to your body.
- Change positions, stretch often to improve blood circulation, and take breaks regularly.
- Ensure your workstation is set to the right height for you.
- Ensure you are using the right chair for you.
- GET UP AND WALK AROUND!!!

Report Early Symptoms: Repetitive motion injuries are a growing concern in the workplace. Anyone who experiences numbness, tingling or pain in their hands, arms or neck should re- port the experience to their supervisor and the Safety Office when first felt. Changes in work stations and equipment can often alleviate these problems before they become chronic, and medical attention should be sought if the problem persists.