



Short Safety Subject

Short Safety Subjects are provided by the Public Safety Business Center, Fort Bragg, NC. Our intent is to provide safety topics for the purpose of increasing safety awareness and improving safety performance. Additional Short Safety Subjects are available on the PSBC Business Management Web Site at:

www.bragg.army.mil/psbc-bm/PubsAndForms/ShortSafetySubjects.htm

Ergonomic Tips

When writing at the computer, avoid excessive reaching over the keyboard or work materials. A sturdy in-line holder can double as a writing surface in appropriately positioned.

Place manuals and other items needed regularly for daily task within easy reach. Items that are frequently used and stored on shelves should be placed within the low waist and shoulder height ranges. Manuals rarely used should be stored on higher or lower shelves.

Noise levels in offices should be kept to minimum. Never flock a receptionist or secretaries work area to carry on conversations. If your office area has open cubicle spaces, control the volume of noise and move conferences/meetings to conference rooms.

Music can be relaxing, however, it can be disturbing. Headsets are strongly encouraged to prevent distractions to co-workers.

If possible, move copiers, fax machines and other noise/heat producing office equipment to areas away from workers. The noise can be distracting and they can cause heat buildup. It also gives employees an opportunity to stretch if this equipment is located away from workstations.

Work at a reasonable pace. Do not rush through tasks skipping lunches, bathroom breaks and other routine breaks away from the desk. This increases the chances for fatigue and work errors.

Schedule short easy tasks in between intensive tasks. Inserting filing or copier tasks between inputting forms or typing point papers allows time away from the desk and allows the body to use different positions, i.e. standing. This small break eliminates feelings of frustration as task timeliness.

Take frequent, short rest breaks during the day. These breaks can be brief and should include stretches for optimal results. If possible, take a one or two minute break every 15-20 minutes. Take a 5-10 minute break every hour if possible. Every few hours, try to get up, move around and do an alternative activity. For example, do filing after keyboard work. Eye exercise can reduce eye strain and give the eyes a chance to refocus.