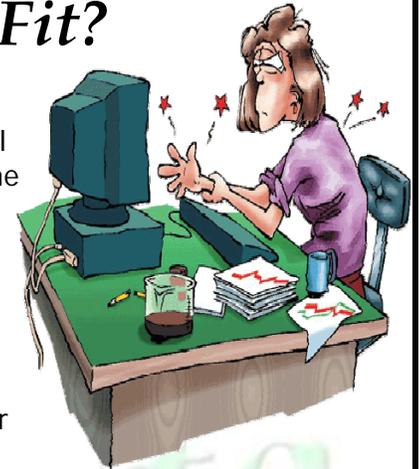


Are You And Your Job A Good Fit?

Your safety, health, productivity and comfort on the job depend on how well your work environment, tools and materials suit you. Make sense? Welcome to the science of ergonomics, the study of the fit between workers and their tools and environment. Ergonomics is applied to deal with a number of problems, including safety and prevention of injuries.

You can play an important part in improving your individual work situation to best suit you. You and your supervisor can work together to improve your work environment to help you prevent problems such as back injuries and repetitive strain injuries.



- ◆ **Adjust your work station.** This might mean raising or lowering a chair, changing the level of your work bench or obtaining a platform to stand on. Adjusting the angle of a drafting board or repositioning a computer screen can greatly improve comfort and performance. You can also rearrange lighting to see your work without having to lean forward.
- ◆ **Adapt your tools.** Adjustments to tools such as longer, padded, or angled handles can lessen repetitive strain. Avoid handles which cut into the hand. Use tools designed to keep your hands, arms and back in a comfortable, natural position while you are working.
- ◆ **Arrange your work.** Lay out materials so that you can reach them without excessive stretching, twisting or bending. If you are assembling materials, arrange them so you can pick them up with a minimum of reaching. Avoid arrangements where you have to lean forward and reach at an angle. Store materials on a shelf rather than on the floor to minimize lifting.
- ◆ **Take a break.** Organize your work to allow you to switch from one task to another. This will help avoid back strain and repetitive strain. Take advantage of scheduled breaks to stretch and move around.
- ◆ **Be aware.** Pay attention to how you feel while you are working. Make adjustments in your work area to prevent strain on your muscles.

You can adjust your work situation to suit your physical capabilities and body type. This will help you to increase safety, health, productivity and comfort.

Ergonomics is for everyone!