

1997 Labor Day CheckList

Ergonomics Tips to Prevent Cumulative Trauma Disorders

Risk Factors	Employers	Employees
Workplace		
Repetitive Motion	<ul style="list-style-type: none"> • provide job rotation, rest breaks • monitor line speed, machine use • develop ergonomics committee to review workstation design, perform job cycle analysis, measure outcomes 	<ul style="list-style-type: none"> • vary task content, pace, duration • perform stretching exercises at rest breaks • reduce prolonged sitting/standing
Posture	<ul style="list-style-type: none"> • design workstations to minimize reaching; properly support back, upper, lower extremities; provide adjustable height, space, seating 	<ul style="list-style-type: none"> • avoid excessively flexing/extending wrist • minimize overhead reaching • reduce leaning, bending, twisting to reach materials
Vibration	<ul style="list-style-type: none"> • engineer pneumatic hand tools to reduce vibration 	<ul style="list-style-type: none"> • use anti-vibration gloves to dissipate energy
Lifting	<ul style="list-style-type: none"> • provide mechanical lifting support 	<ul style="list-style-type: none"> • vary load weight, lift duration to reduce fatigue • divide loads to reduce lifted/carried weight • center light weights in front • use mechanical devices (hoists, conveyors)
Hand Exertion	<ul style="list-style-type: none"> • provide ergonomically correct tools to keep wrist in neutral/straight position; minimize vibration, pinch grip, torque, forceful hand exertion 	<ul style="list-style-type: none"> • use tools with handles, grips designed to distribute force over large areas
Environment		
Temperature	<ul style="list-style-type: none"> • keep temperatures in "comfort zones" of 73-79 F summer, 68-74.5 F winter 	<ul style="list-style-type: none"> • wear comfortable clothing appropriate to conditions
Humidity	<ul style="list-style-type: none"> • keep relative humidity at 30-60% 	<ul style="list-style-type: none"> • drink plenty of water to keep well

		hydrated
Lighting	<ul style="list-style-type: none"> • provide adequate overhead lighting 	<ul style="list-style-type: none"> • ensure lighting causes no glare, excessive shadowing
Space	<ul style="list-style-type: none"> • free work space of clutter, provide ample turning room 	<ul style="list-style-type: none"> • ensure sufficient leg room
Ventilation	<ul style="list-style-type: none"> • ventilate according to professional engineering standards 	<ul style="list-style-type: none"> • get fresh air whenever possible • make sure ventilation equipment works properly
Floors	<ul style="list-style-type: none"> • install non-skid floors 	<ul style="list-style-type: none"> • wear non-slip shoes on hard surfaces
Lifestyle		
Inactivity	<ul style="list-style-type: none"> • encourage physical fitness 	<ul style="list-style-type: none"> • get 30 minutes of aerobic exercise (pulse at 75% of maximum heart rate) 3-4 times/week
Sleep	<ul style="list-style-type: none"> • limit shift changes 	<ul style="list-style-type: none"> • get regular, restful sleep
Vices	<ul style="list-style-type: none"> • ban alcohol and cigarettes in workplace 	<ul style="list-style-type: none"> • avoid alcohol, tobacco, caffeine
Diet	<ul style="list-style-type: none"> • promote wellness/prevention programs 	<ul style="list-style-type: none"> • eat a well-balanced diet • maintain desirable weight
Illicit Drugs	<ul style="list-style-type: none"> • ban illegal drug use in workplace • provide EAPs for individuals in need 	<ul style="list-style-type: none"> • avoid illicit drugs; don't put yourself at risk at home, workplace
Recreation	<ul style="list-style-type: none"> • consider health club discounts 	<ul style="list-style-type: none"> • limit knitting, keyboarding, racquetball playing, distance driving

Source: The American College of Occupational and Environmental Medicine