

TIPS FOR INJURY PREVENTION AT WORK



Mount Sinai *Selikoff Centers for Occupational Health*

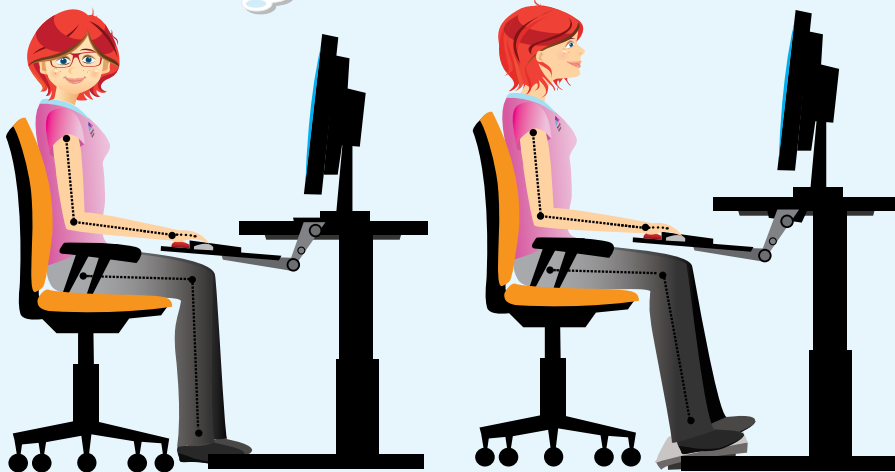
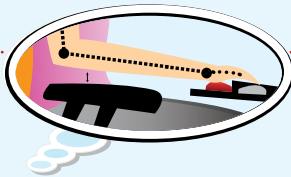
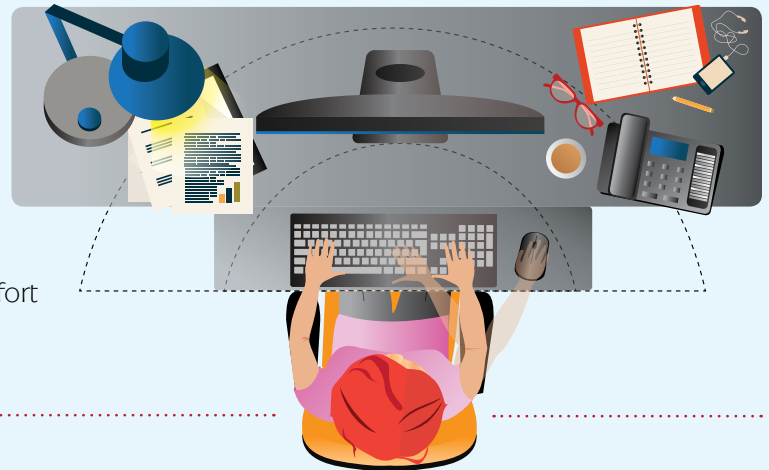


COMPUTER WORKSTATION

Use these ergonomic tips to reduce your risk for injuries such as tendinitis, carpal tunnel syndrome, and back strain. If you have recurring discomfort that you think may be work related, let your employer know and obtain a medical evaluation from a physician who specializes in work-related health conditions. Your employer also may request a consultation with an ergonomist to help you set up your workstation, eliminate discomfort, and educate you about healthy work habits.

SETTING UP YOUR WORKSTATION

- Personalize your set-up so it works for your body
- Position work items according to frequency of use
- Place objects in your reach zone
- If you move, set up your new workstation for your comfort

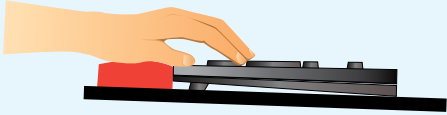


CHAIR

- Rest your feet on the floor or a footrest
- Seat height should allow elbows to be at keyboard height
- There should be a 1"-2" space between seat cushion and knees
- Chair back should support your lower back, with curve of backrest at lumbar spine
- Lower armrests so you can move your arms freely and not lean on the armrests while typing or using a mouse

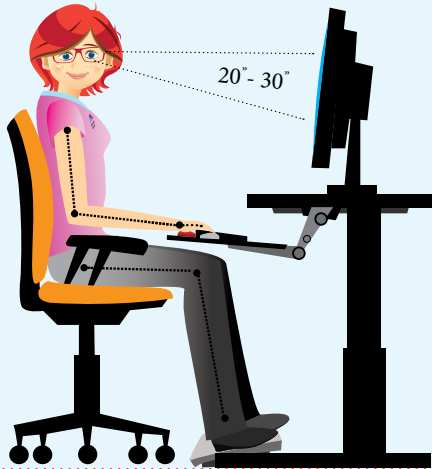
KEYBOARD AND MOUSE

- Set keyboard and mouse at same height, at elbow level
- Ideal arm position is 95-100 degrees at the elbow
- Wrist angles should be flat and in line with the forearms
- Use a padded (but not soft) palm rest to guide your wrist position



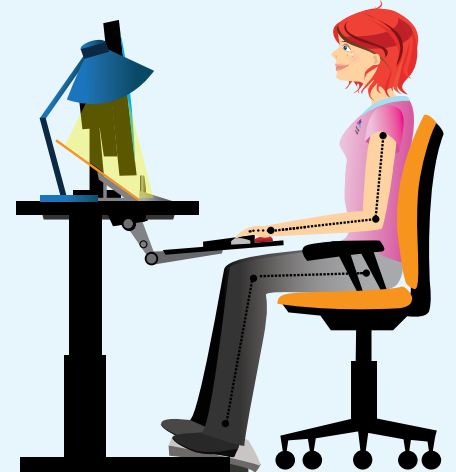
MONITOR

- Your eyes should be level with area on the screen where you are working
- Adjust monitor to accommodate for bi/tri focals or progressive lenses
- Eye distance should be 20"-30" depending on your visual needs
- Don't light up the monitor with task lighting as it can create eye strain
- Adjust monitor brightness for lighting in area
- For dual monitors, keep primary monitor in front of you with your occasional-use display angled aside
- Have your eyes checked annually
- Enlarge font size to avoid leaning forward to see better



DOCUMENT/FILE PLACEMENT

- Place paperwork on an angled surface, such as a binder or slant board
- For intense data work, use a document holder close to the display
- Task lighting should be focused on documents



HEALTHY WORK HABITS

- Multitask when you can
- Avoid computer binges
- Stand up and move
- Stretch your arms and hands
- Blink often and take your eyes off your screen intermittently
- Check your posture
- Don't ignore discomfort — it is a warning sign!



Designed by: RWD Group, Inc.

If you already experience discomfort while at your workstation, such as arm soreness, throbbing and fatigue, or tingling in your fingers, let your employer know and then arrange to see a physician specializing in work-related injuries. The medical team at the Mount Sinai Selikoff Centers for Occupational Health supports the full spectrum of workers' health needs. Ergonomic consultations, including worksite assessments and education programs, are available with a certified ergonomist.

For more information, please visit www.mountsinai.org/selikoff or call 888.702.0630.