



**KEEP**  
• EACH OTHER •  
**SAFE**

## Checklist

**members  
get more**

# Ergonomics

Whether sitting in an office all day or moving material in a warehouse, practicing good ergonomics can help workers stay healthy.

- ✓ Ensure your chair is adjusted so your feet rest on the floor and your knees are level with your hips
- ✓ Keep your body centered in front of your monitor and keyboard
- ✓ Keep your monitor about an arm's length in front of you
- ✓ Keep items you regularly use – including the telephone or a stapler – close to your body to avoid unnecessary stretching throughout the day
- ✓ Position your computer mouse close to your keyboard, and keep your wrist relaxed when using the mouse
- ✓ Keep your wrist in a straight position when typing – not bent up or down – and consider using a wrist rest to help minimize stress
- ✓ Keep the brightest light source in your office to the side of your monitor, to help avoid glare
- ✓ Stretch and walk around regularly; do not remain sedentary
- ✓ Vary the workday – if possible, try to space out different types of tasks
- ✓ Do not ignore pain. Inform your supervisor immediately if you experience ergonomic discomfort on the job
- ✓ Refrain from carrying items that are too heavy
- ✓ Select tools that are ergonomically designed for comfort
- ✓ Lift with your legs, not your back
- ✓ Maintain good standard of housekeeping; carry out regular inspections



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