

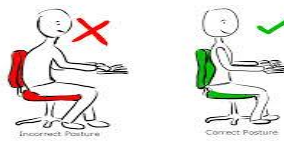
OFFICE ERGONOMICS

Many office injuries are caused from improper workstation position or repetitive motions that put additional stress on the head, neck, eyes, or forearms.



FACTORS LEADING TO ERGONOMIC INJURIES

- Poor workstation alignment
- Non-adjustable chair
- Improper lighting
- Static positions



PREVENTION

- Adjust computer work station.
- Maximize chair adjustments.
- Take breaks; rest eyes.
- Stretch and do exercises.
- Avoid repetitive tasks.



SYMPTOMS

- Pain in wrists or forearms
- Headache
- Eyestrain
- Shoulder and neck tension



WHAT TO DO IF SYMPTOMS OCCUR

- Report to supervisor.
- Ask for assistance with modifying your work station.
- Take shorter, more frequent breaks.