SAFE JOB PROCEDURES 4.15

JOB TITLE: **ERGONOMICS**

DEVELOPED BY: <u>Jennifer Moher</u>   DATE: <u>February 15, 2008</u>

APPROVED BY: <u>Vicki Steele</u>   POSITION: <u>Human Resources</u>

        DATE: <u>January 15/09</u>

REVISED BY: Marilyn Paxton   DATE: October 26, 2009

1. When working, take rest breaks and allow the body to stretch and rest.
2. Ensure you know your own physical limitations and how much work you can handle.
3. Avoid static muscle tension caused by body positions held for long periods of time.
4. Look for ways to avoid awkward body positions such as excessive stretching, leaning or bad balance.
5. Ensure sufficient room for body movements, including head, arms, hands, legs and feet.
6. Always use proper lifting techniques when moving tools and equipment to avoid back injuries. If carrying loads, hold as close to the body as possible and avoid awkward carrying positions.
7. Seek medical assistance if you experience sharp pains, dull aches, tingling, or numbness, burning, swelling, redness or pain when an affected area is moved or touched.
8. See the following page for proper sitting when at a computer for long periods of time.