



Drink water

Not only is it good for you, but it helps you change your position frequently and minimize the possibility of back injuries!

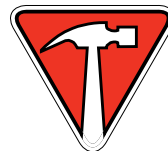
Some points to remember:

- A good posture while standing and sitting helps maintain a healthy back
- Always bend your knees when lifting. Try not to bend over to lift. The muscles in your back are much weaker than in your legs.
- Exercise helps to prevent back injury and also speeds recovery
- Your best position is your next position. Frequently changing positions allows your muscles to avoid fatigue and injury

REDUCING INJURY AND ILLNESS EVERYWHERE

It is important to know what kinds of stress place an additional load on your low back, and how you can use good lifting and carrying techniques to reduce the chance of injury.

Back to Basics, a guide to back injury prevention and recovery, is available from SAFE Work to help you understand how the back works, provide tips on what you can do to avoid injury and show you how to care for your back during recovery.



SAFE WORK

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To order your copy of Back to Basics, or for more information on SAFE Work or any other workplace safety and health program,

call 957-SAFE (Winnipeg)

or 1-866-929-SAFE (outside Winnipeg) or visit

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ERGONOMICS FOR RETAILERS & OFFICES





Making Your Workstation Work for You: Elements of Ergonomics

Your checklist for an ergonomic sitting workstation:

- Position your seat so your knees are level with or slightly lower than your hips
- Position the lumbar support of the chair at a height where it is gently pushing on the small of your back. A properly adjusted lumbar support will reduce slouching
- Adjust your rests to allow your forearms to comfortably rest while keeping your elbows at 90 degrees
- Position your computer screen and other important equipment directly in front of you and make certain the top 1/3 of your computer screen is at eye level



SAFE WORK

S SPOT THE HAZARD
A ASSESS THE RISK
F FIND A SAFER WAY
E EVERYDAY

Feeling uncomfortable at your workstation? Ergonomics is the study of fitting the space to match the person.

Small injuries often occur when a person is subjected to poor posture while working in a poorly designed workstation. Small discomforts that appear insignificant at the time can gradually develop into severe pain. If not addressed, these injuries over time can cause debilitating injuries requiring corrective therapy and even surgery.

Even with today's technology, the exact cause of an individual's low back pain is often difficult to determine. Most times, symptoms are attributed to weak back muscles, muscle strains, ligament sprains, joint conditions or disc injuries.

The good news is that most low back pain goes away quickly, either without treatment or with simple treatments, such as modifying one's activities and performing basic exercises.



Your checklist for an ergonomic standing workstation:

- Be sure the space around you allows a full range of movement
- Keep important equipment directly in front of you, within reach
- Place an anti-fatigue mat below you to allow you to shift positions regularly

Avoiding Injury: The Ergonomics of Bending, Lifting and Carrying



By following these you will significantly reduce your risk of injury. When lifting or carrying even light objects:

- Place your feet shoulder-width apart for good balance
- Bend your knees and do not bend over to lift
- Keep the load close to the centre of your body
- Lightly "tense" your trunk muscles before and during lifting by exhaling throughout the movement
- Lift gradually and smoothly, without jerking, keeping your back straight
- Pivot with your feet – don't twist your back while lifting
- Coordinate your lift when working with a partner

