

# ERGONOMICS FOR RETAILERS AND 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 armrests to allow your forearms to comfortably rest while keeping your elbows in and at 90 degrees.
- ✓ Position your computer screen and keyboard directly in front of you and make certain the top of your computer screen is at eye level.



## AVOIDING INJURY: THE ERGONOMICS OF BENDING, LIFTING AND CARRYING

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

- place your feet shoulder-width apart for good balance
- bend your knees and try to keep your back upright
- keep the load close to the centre of your body
- lightly “tense” your abdominal muscles before and during lifting and remember to keep breathing
- lift gradually and smoothly, without jerking, keeping your back straight
- don’t twist your back when lifting, lowering or carrying a load
- co-ordinate your lift when working with a partner.



## SOME POINTS TO REMEMBER

- Good posture is important to maintain a healthy back.
- Change your positions frequently. Moving around is better for your body than static positions.
- Exercise can help reduce the risk for back injuries and can help speed recovery.

