



ERGONOMICS IN THE WORKPLACE

Toolbox Talk

WHY IT MATTERS

- Poor ergonomics can lead to musculoskeletal disorders (MSDs), fatigue, and long-term injuries.
- Proper workstation setup and posture reduce strain and improve productivity.

COMMON HAZARDS

- Awkward postures (slouching, twisting).
- Repetitive motions without breaks.
- Poorly adjusted chairs, desks, or monitors.
- Excessive force when lifting or moving objects.

STORAGE & MAINTENANCE

- Keep work areas clutter-free to allow proper posture.
- Regularly check and adjust equipment for wear or misalignment.
- Replace worn-out ergonomic accessories promptly.

WORKSTATION SETUP

- Adjust chair so feet are flat on the floor and knees at a 90° angle.
- Position monitor at eye level, about an arm's length away.
- Keep wrists straight and elbows close to the body when typing.
- Arrange frequently used items within easy reach.

ERGONOMIC GUIDELINES

- Maintain neutral posture — avoid slouching or leaning forward.
- Take micro-breaks every 30–60 minutes to stretch and move.
- Use proper lifting techniques: bend at the knees, not the waist.
- Report discomfort early — don't wait for pain to worsen.

EQUIPMENT SELECTION

- Use adjustable chairs and desks when possible.
- Consider ergonomic keyboards, mouse devices, and footrests.
- Use document holders to avoid neck strain when referencing papers.

GOOD ERGONOMICS PREVENT INJURIES — ADJUST YOUR WORKSPACE, MOVE OFTEN, AND LISTEN TO YOUR BODY.