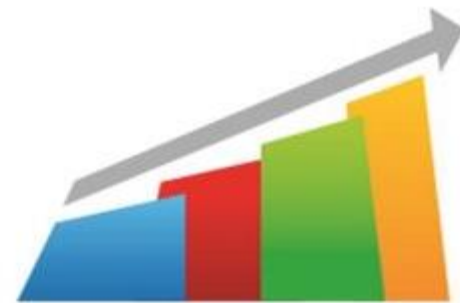


BIZQUIP

WE MAKE WORK FLOW

A PRESENTATION IN ERGONOMICS

IN ASSOCIATION WITH SANDYFORD BUSINESS
DISTRICT



SANDYFORD
BUSINESS DISTRICT

ERGONOMICS IS THE SCIENCE OF FITTING THE TASK TO THE WORKER TO MAXIMISE PRODUCTIVITY WHILE REDUCING DISCOMFORT, FATIGUE AND INJURY.



OUR HANDS AND EYES DRIVE OUR POSTURE

ERGONOMICS PROMOTES OXYGEN FLOW AND BLOOD
CIRCULATION THROUGHOUT OUR BODIES

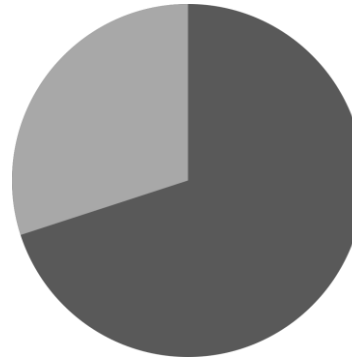


64



The average number of hours spent sitting per week

70%



Of employees work in open plan offices

90%

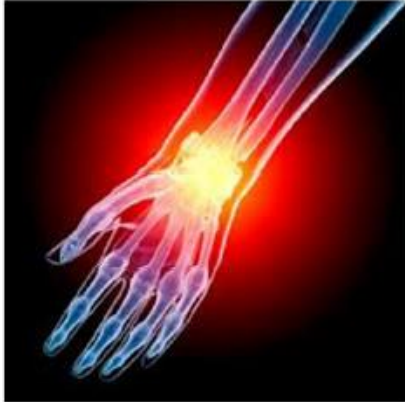


Reduction in LPL* enzyme after 1 hour of continuous sitting

LPL enzymes are found primarily on the surface of cells that line tiny blood vessels (capillaries) within muscles and in fatty (adipose) tissue. **Lipoprotein lipase** plays a critical **role** in breaking down fat in the form of triglycerides, which are carried from various organs to the blood by molecules called **lipoproteins**

- A STANDARD 74CM H DESK (INDUSTRY STANDARD) CORRELATES TO THE SEATED ELBOW HEIGHT OF A 6 FT 4" MALE, LESS THAN 2% OF OUR POPULATION
- YOUR SEAT HEIGHT SHOULD BE ADJUSTED TO SUIT THE HEIGHT OF YOUR DESK
- COMMON MISCONCEPTION: SITTING UPRIGHT IS GOOD FOR YOU – THIS HAS PROVEN TO BE ONE OF THE WORST THINGS YOU CAN DO FOR YOUR BODY AS IT DOESN'T GIVE THE NATURAL S SHAPE TO YOUR SPINE, IT COMPRESSES YOUR SPINE INTO A Z SHAPE
- WRIST RESTS IMPEDE A REALLY DELICATE AREA OF YOUR WRIST, REDUCING BLOOD FLOW INTO YOUR HANDS.
- STRAINING TO SEE YOUR MONITOR SCREEN & LEANING FORWARD CAUSES NECK PAIN AND SHOULDER PAIN
- OUR EYES ARE A MUSCLE AND NEED A BREAK TOO

MUSCULOSKELETAL DISORDERS:



Can include:

- Tendon-related MSDs: Tendonitis, Tenosynovitis
- Nerve-related MSDs: Carpal Tunnel Syndrome, RSIs
- Degenerative disk disease



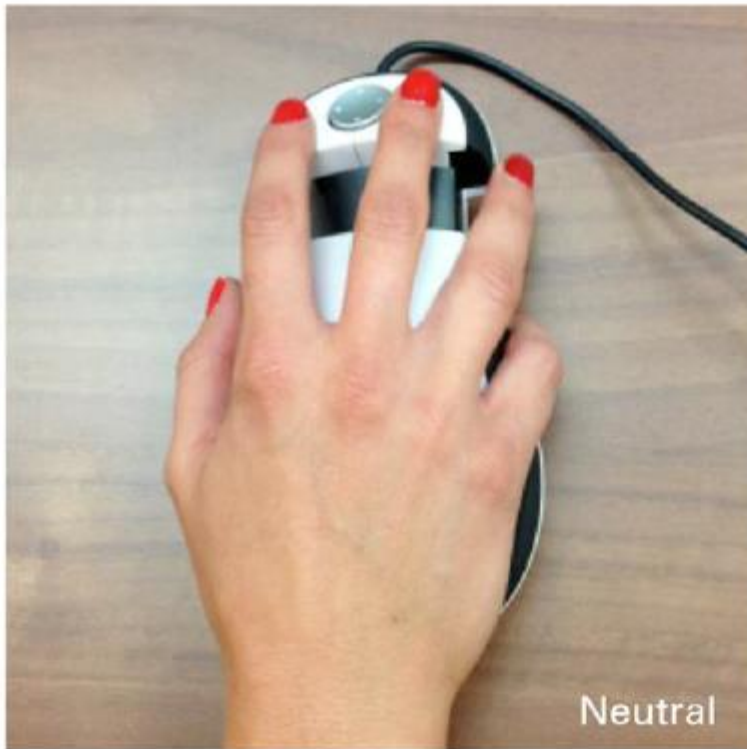
MSDs can be:

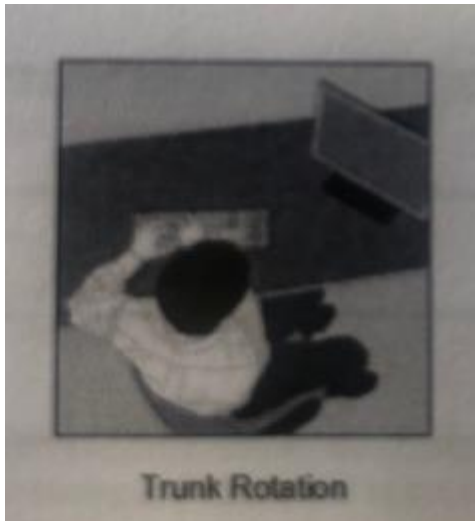
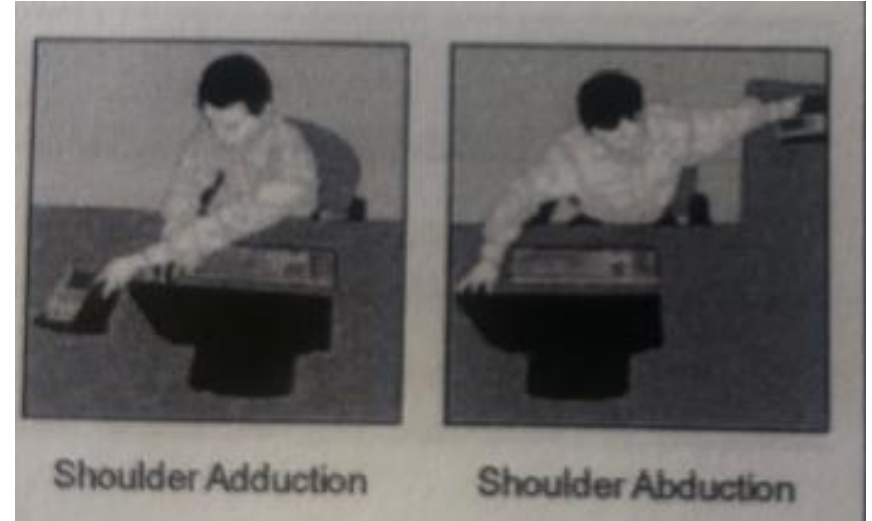
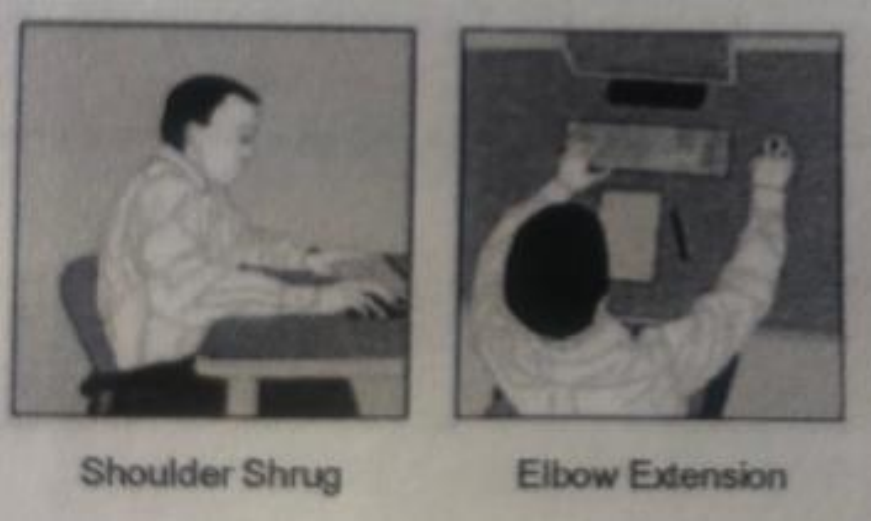
- Progressive, debilitating injuries.
- Heralded by discomfort, aches and pains.
- Preventable by proactive intervention.

BACK INJURIES SUCH AS: STRAIN / SPRAIN / HERNIATED DISC

Wrists work best when in the neutral position.

LOWER KEYBOARD TABS TO GIVE YOUR KEYBOARD A MORE FLAT SURFACE TO AVOID WRIST EXTENSION





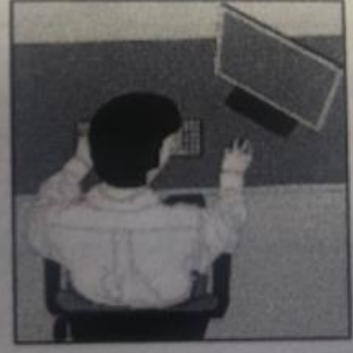
- **MOST NEUTRAL POSITION IS WHEN ELBOW AND HANDS ARE PARALLEL**
- **THE AIM IS TO BE IN A NEUTRAL REACH POSITION**
- **DO NOT BREAK CONTACT BETWEEN YOUR BACK AND THE CHAIR**
- **SIT INTO THE CHAIR, FEEL YOUR LOWER BACK AND MID BACK SUPPORTED, THE REST OF YOUR SPINE WILL FOLLOW ITS NATURAL SHAPE**



Neck Extension



Neck Flexion



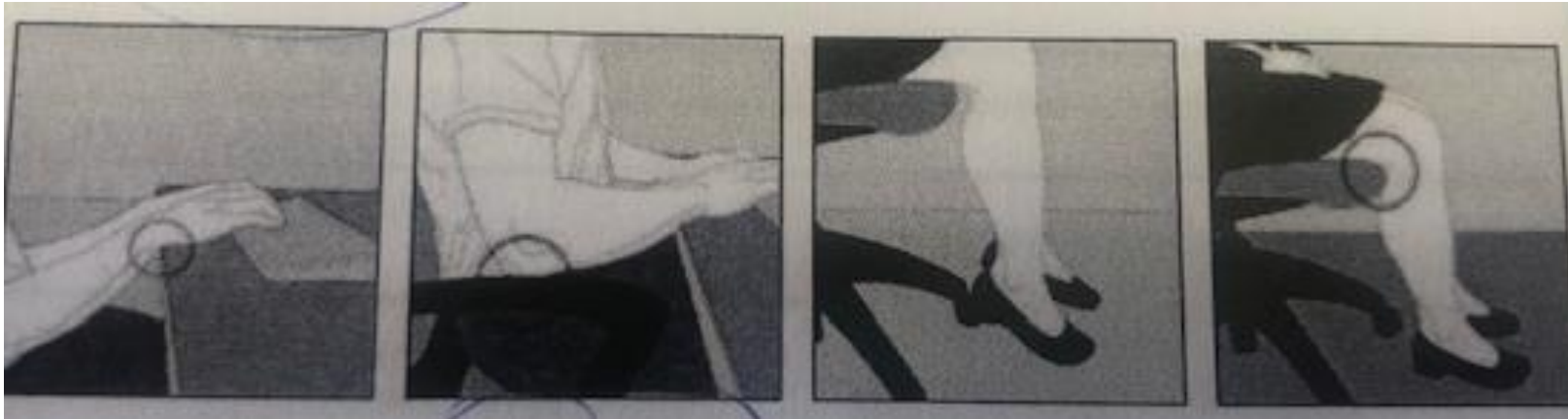
Neck Rotation

MONITOR SCREEN SHOULD BE STRIAIGHT IN FRONT OF YOU AND ALIGN THE TOP OF THE MONITOR AT, OR SLIGHTLY BELOW, EYE LEVEL.

OUR EYES ARE A MUSCLE – DON'T FORGET

USEFUL TIP: 20:20:20 RULE

Every 20 minutes focus 20ft away for 20 seconds



Desk edge

Chair armrests

Unsupported
feet

Seat edge

- **PURPOSE OF ARMRESTS IS TO LIFT US OUT OF THE CHAIR , OR TO USE WHEN TAKING A PHONE CALL, ARMS SHOULD BE RESTED AGAINST OUR BODIES WHEN TYPING / USING DESK TOOLS**
- **THERE SHOULD BE A GAP BETWEEN THE SEAT EDGE AND THE BACK OF YOUR KNEES TO ALLOW BLOOD FLOW AND CIRCULATION TO YOUR CALVES & FEET**
- **YOUR THIGHS SHOULD BE PARALLEL AND YOUR FEET FIRMLY ON THE FLOOR**

Minimise postures that require excessive muscular activity to maintain and tax the musculoskeletal system

Awkward postures:

- Trunk flexion
- Neck extension
- Shoulder shrugging
- Contact stress at forearm
- Wrist extension
- Contact stress behind knee
- Unsupported feet

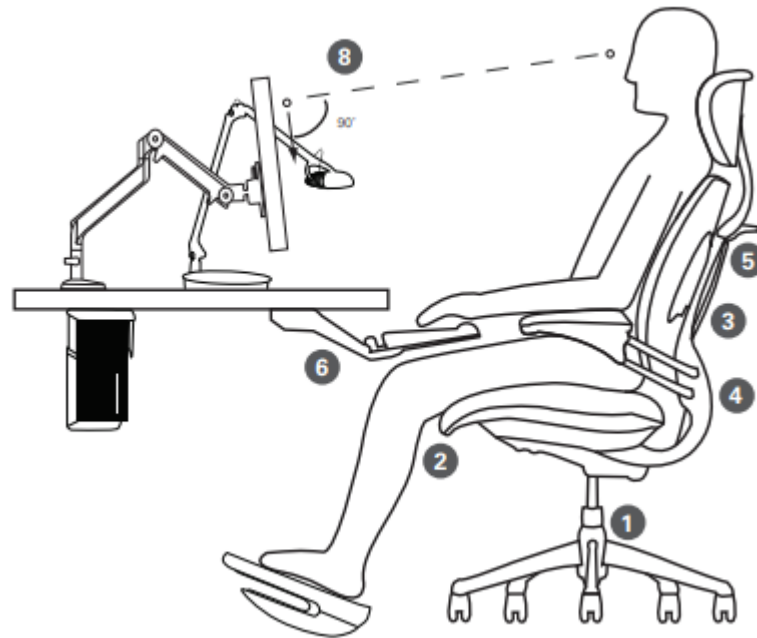


REMEMBER: OUR HANDS AND EYES DRIVE OUR POSTURE

Maximise your time spent in neutral postures that require minimal activity to maintain

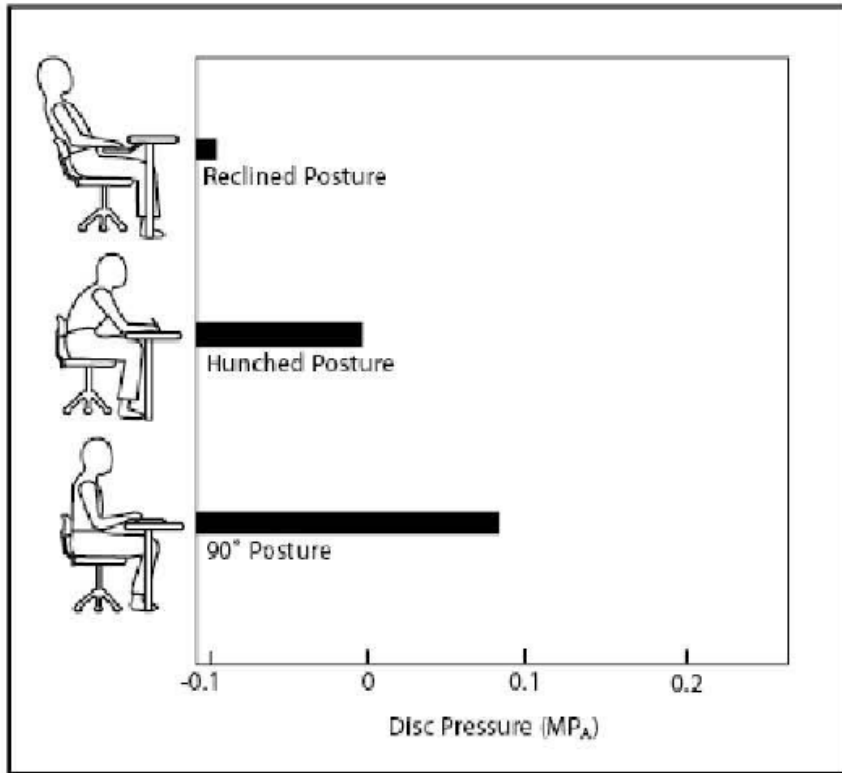
Neutral postures:

- Chair lowered
- Corrected seat pan depth
- Lowered keyboard height
- Keyboard and mouse closer to body
- Arms supported at palm
- Corrected monitor height & depth



BRING YOUR TOOLS TO YOU SO YOU ARE SEATED IN A NEUTRAL POSTURE

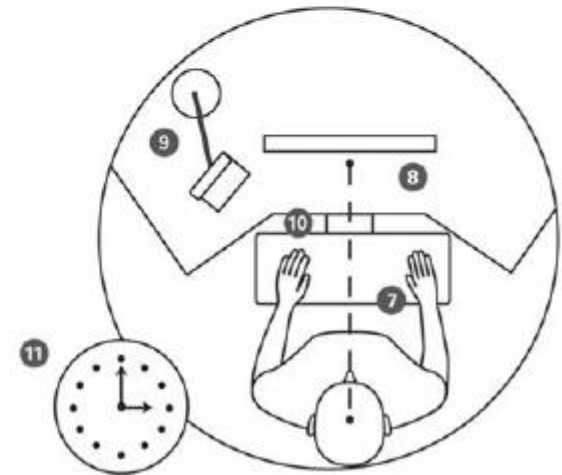
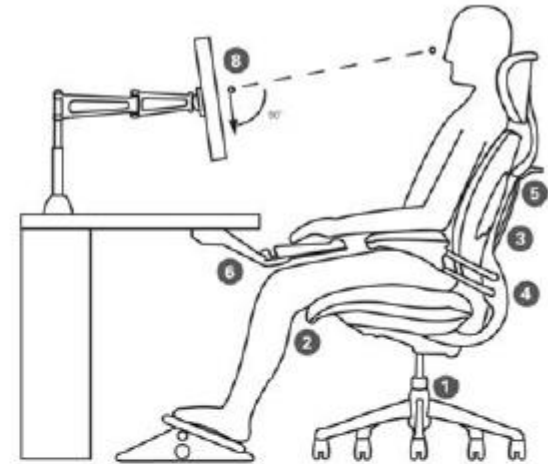
RECLINING DISTRIBUTES THE LOAD OF THE BODY TO THE BACKREST OF THE CHAIR AND MINIMISES SPINAL LOADING



Ability to support any reclined posture without manual controls

This encourages movement and relieves static loads on spine, back muscles and sitting bones.

- 1-4. Adjust your chair
5. Lean back and relax in your chair for optimal back support
6. Position your keyboard 1-2" inches above thighs and angle for negative slope
7. Position mouse close to keyboard and glide heel of palm over mousing surface
8. Position monitor an arm's length away with top line at eye level. Tilt slightly away from you
9. Position a task light to the opposite of your writing hand
10. Align monitor and keyboard spacebar with mid line of body
11. Take two to three 30- to 60-second breaks each hour

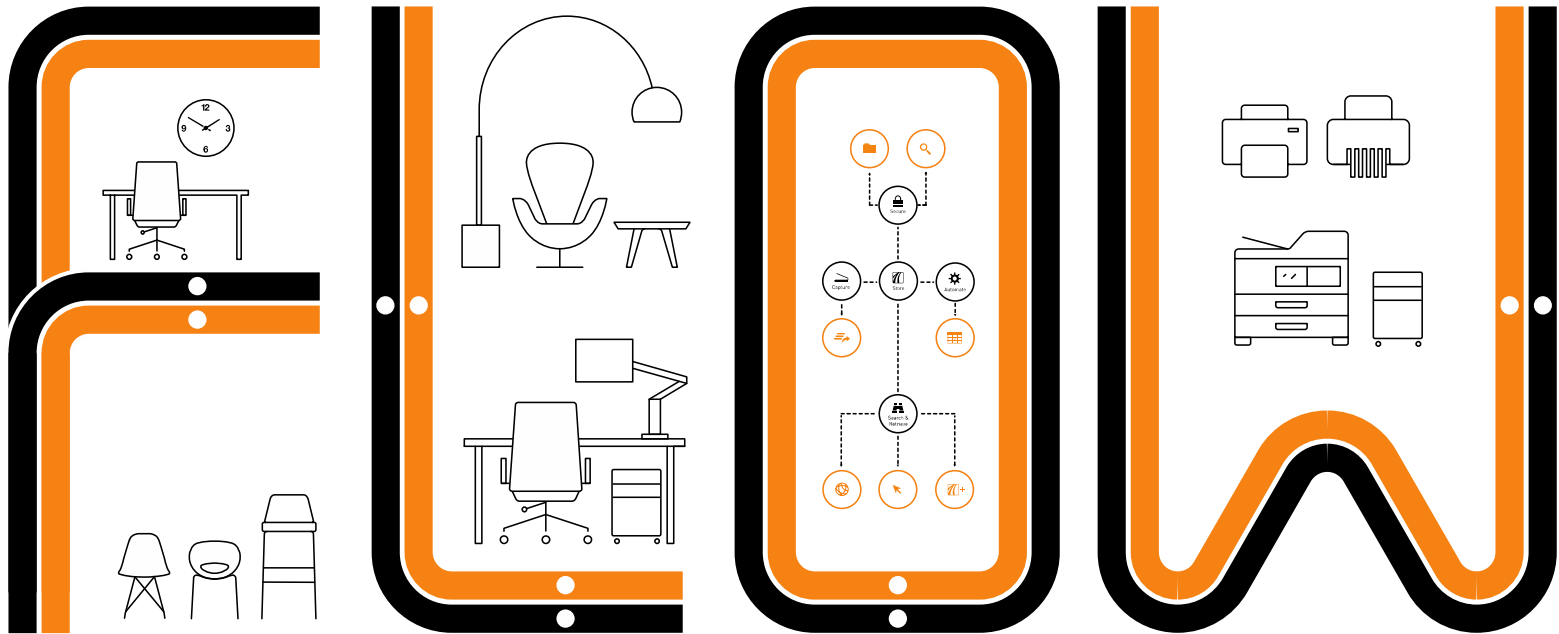


- ERGONOMICS IS A PREVENTATIVE, DESIGN BASED DISCIPLINE THAT CAN BENEFIT EVERYONE
- IT IS BENEFICIAL TO BE PROACTIVE IN ADVOCATING A COMFORTABLE, HEALTHY AND PRODUCTIVE WORK ENVIRONMENT
- PRODUCT INTERVENTIONS ARE NOT THE ONLY ANSWER, TRAINING IN ERGONOMICS IS CRUCIAL ALONG WITH ADOPTING GOOD ERGONOMIC PRACTICES WHICH OFTEN SIMPLY REQUIRES RE-CONFIGURING YOUR WORKSTATION

FOCUS ON:

- CHAIR
- DESK
- MONITOR / LAPTOP
- KEYBOARD & MOUSE

- IDEALLY TAKE 2 – 3 MICRO BREAKS EACH HOUR, A MICRO BREAK IS 30 – 60 SECONDS



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