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## **A Cooperative Effort**

*The Kahnawake Occupational Safety and Health Office along with Mohawk Self Insurance are working closely to reduce workplace injuries. Workplace injuries cost employers, employees, insurance providers and families thousands of dollars each year. By providing the tools through promoting safety, providing training and or training materials and continued safety awareness, together we can reduce workplace injuries.*



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# **“Safety” Is No Accident**



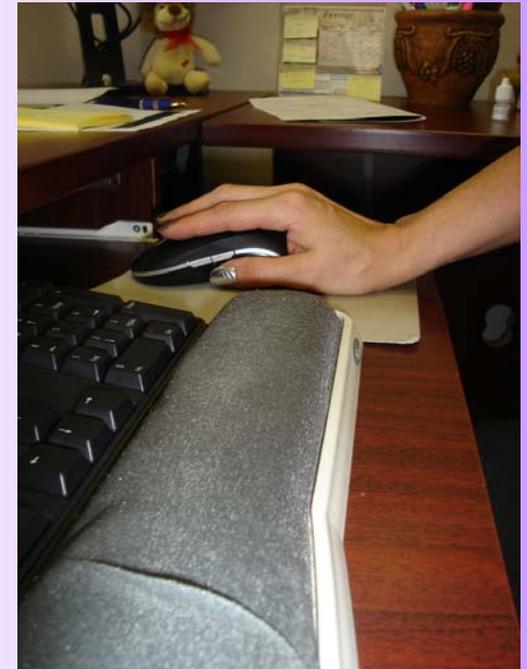
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**Mohawk Council of Kahnawake  
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## **Office Ergonomics**



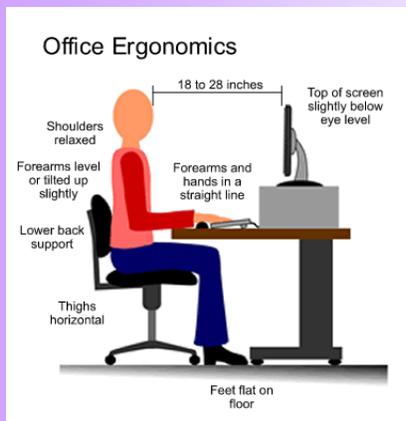
## **Eliminate Pains and Strains**

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# What is Ergonomics?

The word “**ERGONOMICS**” comes from two greek words “ergon”, meaning work and “nomos”, meaning laws. Today the word is used to describe the science of **“designing the job to fit the worker rather than forcing the worker to fit the job”**. Injuries related to poor ergonomics are commonly referred to as musculoskeletal disorders (MSD’s).

Utilizing good ergonomic work practices can reduce or eliminate these injuries.



## Office Ergonomics

(Workstations)

### Adjusting your workstation:

Adjust the chair height so your elbows are at about desktop level.

Adjust seat back for good support of the lower back, using a lumbar pillow if needed.

Locate your monitor so the top of the viewing area is at or below eye level.

With elbows at desk level, your wrists should be straight. Use a wrist rest if desired, and if you have armrests try to adjust them so they support your arms without being too high or too low. Use small pads on armrests if needed.

Locate the mouse next to the keyboard, so both elbows are by your sides while working. Use your mouse pad or another soft surface to pad edge of desk. Avoid pressing your hands or forearms against any sharp edges on desk.

Adjust screen brightness and contrast for clear comfortable viewing, and clean screen frequently.

## Ergonomic Exercises



Although your computer workstation may be setup correctly, it may still lead to stresses and strains. Prolonged static postures will inhibit blood circulation which will take a toll on your body.

Try some ergonomic exercises;

- Take 1-2 min stretch breaks every 20-30 minutes.
- Rest and refocus your eyes periodically by looking away from monitor and focusing on something in a distance.
- Use correct posture when working and move as much as possible.
- Exercise hands, wrists, arms, legs and neck.