

# ERGONOMICS

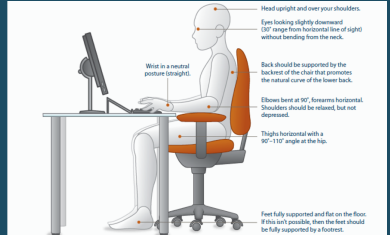
## FOR THE WORKSPACE

### What Is Ergonomics?

Understanding the relationship between humans and their work environment.

Ergonomists attempt to balance job demands and worker capabilities to minimize risk of injury.

The Workplace Safety and Insurance Board (WSIB) reported that MSK accounted for nearly 42% of all lost time claims in Ontario, Seen in all lost claims.



### Stretching Routine

#### Upper Body:

Look away and reach: Hold 15 seconds each side

Neck Rotation: 5 clockwise (counter)

Look down and away and hold 15 seconds with hand

#### Wrists and Hands:

Wrist Curled up and hold – 15 seconds

Wrist Curled down and hold – 15 seconds

Hands expanded and make a fist

#### Back and Legs:

Sit and Reach – 15 Seconds Hold

Hands behind head – 15 Seconds Hold

Seated Glute Stretch

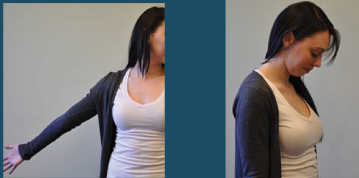
### Optimal Workstation Setup

Feet firmly supported, Knees bent to 90 Degrees,  
Thighs parallel to ground

Sit with your butt back to the chair, 2-3 inch space between seat end and calves, hips level with or slightly above knees

Keyboard and mouse below elbow level, use negative tilt if needed, Elbows at 90 degrees, relax shoulders

Top line of text at eye level, Monitor distance: arm's length away, Adjust font size/text style, minimize glare, If you use two monitors then center them equally



# LIFTING TECHNIQUES

## FOR THE WORKSPACE

### Lifting Q&A

#### THINK before you lift

Can you use a dolly or other means to move the item?

#### TEST the Load

How heavy is the load, can you get a good grip, Is the shape awkward?

#### Is HELP needed

Get help if the item is heavy or awkward

#### CLEAR the path

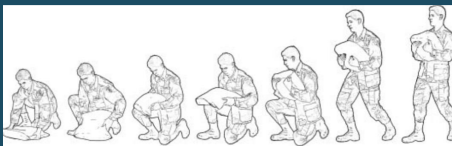
Do you have enough room to get in close (avoid lifting over another object)?

### Lifting Techniques

**Lifting Posture:** Keep ears & shoulders over hips  
Engage Transverse Abs If it is necessary to bend forward; bend at the hips, do not round your spine

#### Types of Lifts:

- 1.) Basic Lift:** Close, Wide, Neutral Back, Good Grip, Lift with the legs, Breathe Deep
- 2.) Tripod Technique:** Put 1 foot next to object, Kneel with other leg, Grasp firmly, Slide object onto knee, neutral spine, place on opposite thigh, under grab the object, lift with knees, breathe deep
- 3.) Partial Squat Lift:** Stand with object close to side, feet shoulder wide, place one hand on one hand on object (suitcase), support lift with hand on opposite thigh, maintain neutral spine, lift with knees, breathe deep.



# Lifting Techniques

## STRETCHING ROUTINE

### UPPER BODY:

LOOK AWAY AND REACH: HOLD 15 SECONDS  
EACH SIDE

NECK ROTATION: 5 CLOCKWISE (COUNTER)  
LOOK DOWN AND AWAY AND HOLD 15  
SECONDS WITH HAND

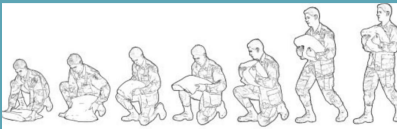
### WRISTS AND HANDS:

WRIST CURLED UP AND HOLD – 15 SECONDS  
WRIST CURLED DOWN AND HOLD – 15  
SECONDS

HANDS EXPANDED AND MAKE A FIST

### BACK AND LEGS:

SIT AND REACH – 15 SECONDS HOLD  
HANDS BEHIND HEAD – 15 SECONDS HOLD  
SEATED GLUTE STRETCH



## LIFTING TECHNIQUES

**1) BASIC LIFT:** CLOSE, WIDE, NEUTRAL BACK,  
GOOD GRIP, LIFT WITH THE LEGS.

**2) TRIPOD TECHNIQUE:** PUT 1 FOOT NEXT TO  
OBJECT, KNEEL WITH OTHER LEG, GRASP  
FIRMLY, SLIDE OBJECT ONTO KNEE, NEUTRAL  
SPINE, PLACE ON OPPOSITE THIGH, UNDER  
GRAB THE OBJECT, LIFT WITH KNEES.

**3) PARTIAL SQUAT LIFT:** STAND WITH OBJECT  
CLOSE TO SIDE, FEET SHOULDER WIDE,  
PLACE ONE HAND ON ONE HAND ON OBJECT  
(SUITCASE), SUPPORT LIFT WITH HAND ON  
OPPOSITE THIGH, MAINTAIN NEUTRAL SPINE,  
LIFT WITH KNEES.

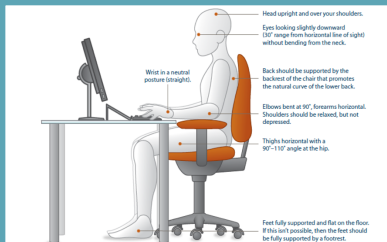


IF YOU HAVE ANY QUESTIONS, PLEASE ASK  
AWAY!  
I AM ALWAYS AN EMAIL, PHONE CALL OR HR  
INQUIRY AWAY!

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# Ergonomics for the Workspace



## WHAT IS ERGONOMICS?

UNDERSTANDING THE RELATIONSHIP  
BETWEEN HUMANS AND THEIR WORK  
ENVIRONMENT.

ERGONOMISTS ATTEMPT TO BALANCE JOB  
DEMANDS AND WORKER CAPABILITIES TO  
MINIMIZE RISK OF INJURY.

## MUSCULOSKELETAL INJURIES

OFFICE ERGONOMICS: MODIFICATIONS  
MADE IN AN OFFICE TO ENSURE JOB  
DUTIES ARE PERFORMED WITH MINIMAL  
RISK OF INJURY.

MSK ARE INJURIES AND DISORDERS OF THE  
MUSCULOSKELETAL SYSTEM ORIGINATING  
FROM EXPOSURE TO RISK FACTORS IN THE  
WORK ENVIRONMENT.

THEY ENCOMPASS DAMAGE TO MUSCLES,  
TENDONS, TENDON SHEATHS, NERVES,  
BURSA, BLOOD VESSELS, JOINTS AND  
LIGAMENTS.

MSK ARE TYPICALLY CAUSED WHEN THE  
DEMANDS OF A JOB EXCEED THE  
CAPABILITIES OF THE WORKER  
PERFORMING THE JOB.

3 FACTORS THAT LEAD TO MSK:  
FORCE | FREQUENCY/REPETITION |  
POSTURE

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