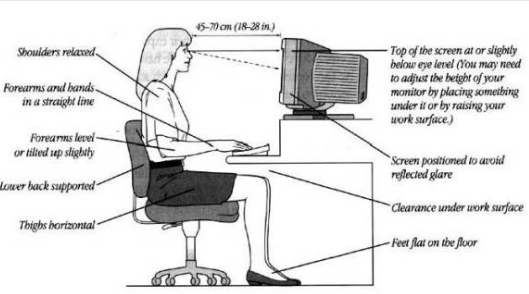
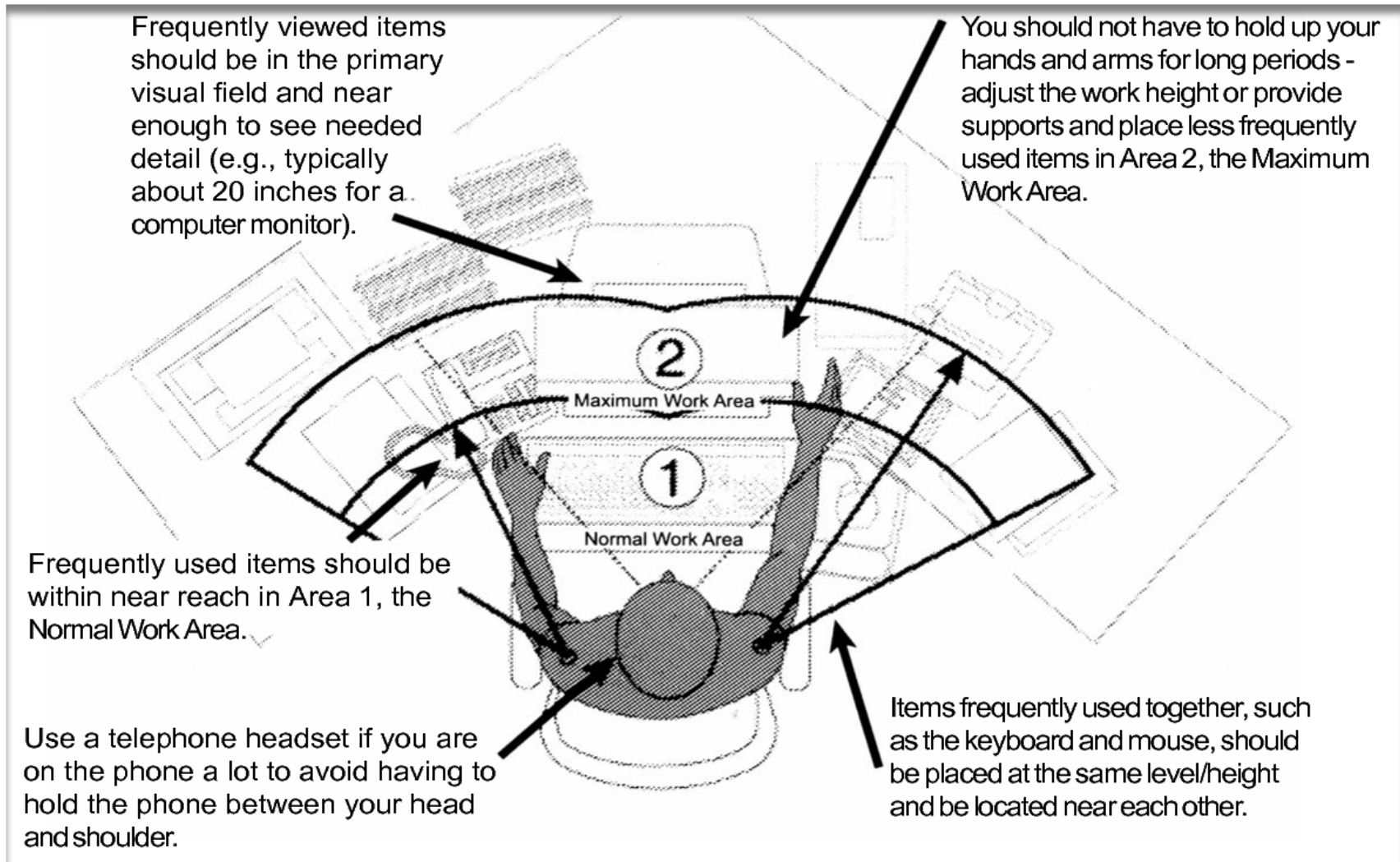


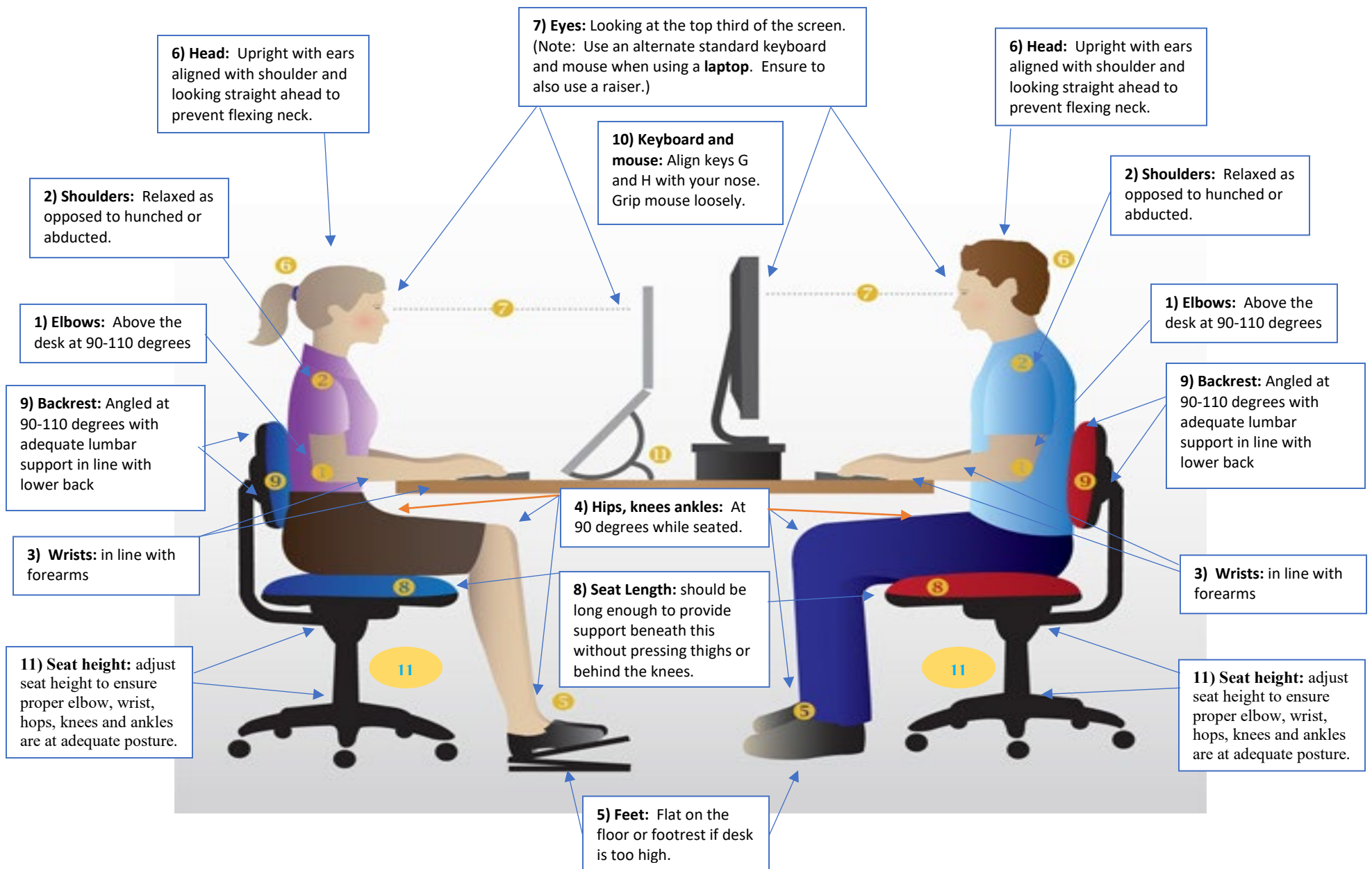
JOB SAFETY ANALYSIS 		JOB TITLE OR TASK: Ergonomics: Setting up office workstation to maintain neutral and safe posture while working on the computer.		Page: 1 of 5		JSA No. 1	
District Name: Monterey County Office of Education				Location: Home or at work		Author: Maria C. Sandoval	
REQUIRED AND OR RECOMMENDED PERSONAL PROTECTIVE EQUIPMENT: N/A							
SEQUENCE OF BASIC JOB STEPS		POTENTIAL HAZARDS UNSAFE ACTS OR CONDITIONS			RECOMMENDED ACTION OR PROCEDURE		
Desk: Decide the type of desk to use based on user's height and body type, i.e. tall, medium petite, etc.		Whether the desk is too tall or too short, in either situation, not having the right size desk will prevent user from setting up workstation in an ergonomic fashion. Therefore, it is important to take into consideration that the workstation must fit the user and not the other way around.			In the event that the desk is too tall changes can be made to accommodate, such as raising the chair and using a footrest to allow user to reach the keyboard.		
Chair: Ensure that the chair fits the user and that it has all ergonomic features so it can be adjusted to users' needs.		<ol style="list-style-type: none"> Whether the chair is too big or too small, in either situation, not having the right size chair will prevent user from it up correctly and this may cause non-ergonomic posture. Chair wheels getting stuck on carpet or running off on hard surface. 			<ol style="list-style-type: none"> User to try the chair and make all necessary modifications prior choosing the chair to ensure it is proper fit for user's stature. Ensure that chair wheels are adequate for floor surface to ensure it glides smoothly. 		
Laptop		<ol style="list-style-type: none"> Typing with abducted shoulders due to the small size of the laptop's keyboard. Awkward mousing due to the pointing device on the laptop, Flexing neck due to having to look down at the laptop's screen. 			<ol style="list-style-type: none"> Use an alternate/external keyboard that will allow user to maintain ergonomic posture while typing. Use an alternate/external mouse to allow user to maintain proper hand and wrist posture while mousing. Raise the laptop to ensure that screen is at adequate eye level by using books, other flat items to build up or purchase a laptop riser. (See "Setting Workstation to Ensure a Neutral Body Posture (2) item 10) 		

Personal Computer and Monitor	<ol style="list-style-type: none"> 1. Purchasing a small keyboard and typing with abducted shoulders due to the small size of the laptop's keyboard, 2. Awkward mousing due to the size of the mouse. 3. Flexing neck due to having the monitor too low or too high. 	<ol style="list-style-type: none"> 1. Ensure that keyboard is not too small or too big for user's stature. (See "Setting Workstation to Ensure a Neutral Body Posture (2)") Use a mouse that fits user's hand to allow user to maintain proper hand and wrist posture while mousing. 2. Set the monitor to ensure that screen is at adequate eye level use risers when needed. (See "Setting Workstation to Ensure a Neutral Body Posture (2)")
Paperwork	Flexing neck/neck rotation while working with paper if paper is placed on desk surface.	Install an inline document holder to place documents in front of the employee and raised to prevent neck flexion (looking down) and rotation (rotating head sideways) while working with documents and on the computer.
Phone	<ol style="list-style-type: none"> 1) Flexing neck while making phone calls at the same time user is typing and/or mousing. 2) Reaching for phone 	<ol style="list-style-type: none"> 1) Ensure to use a headset or place the phone on speaker to prevent placing phone between head and shoulder. 2) Ensure to keep all equipment in close proximity (within reach)

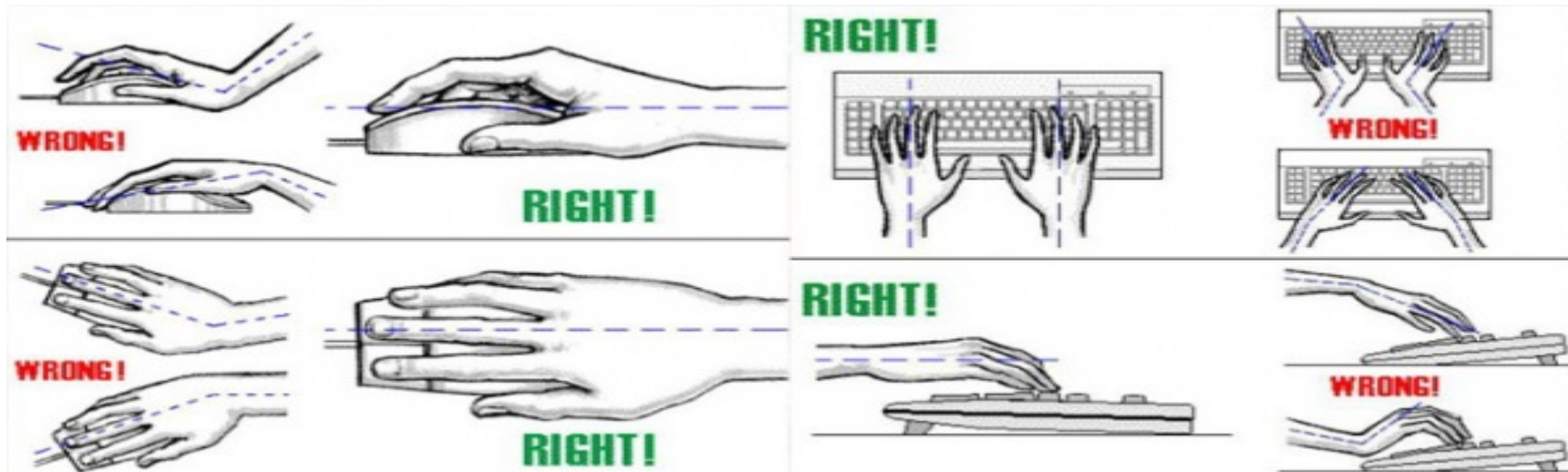
Setting Workstation to Ensure a Neutral Body Posture (1)



Setting Workstation to Ensure a Neutral Body Posture (2)



Maintaining a Neutral and Safe Wrist and Hand Posture



Recommended Safe Practices:

1. Take micro breaks (for a few seconds to a minute) periodically throughout the day while you are pausing at the computer.
2. Stretch and walk during your breaks throughout the workday.
3. Vary your tasks and positions as much as possible while maintaining good posture.
4. Use shortcut keys as much as possible to minimize mouse usage.
5. When typing and mousing, practice floating your hands and wrist. Avoid resting your wrist and forearms while typing and mousing.
6. Adjust workstation as many times as needed throughout the day as the chair, keyboard tray, keyboard and other items may shift while in use.
7. Avoid overreaching by bringing in the items frequently used closer to your recommended work zone (see Page 3).