

"Workstation Ergo Edition"

INSIDE THIS ISSUE

Choosing your Chair
Adjusting your Monitor
Importance of Posture
eBacksafe®
Safety Calendar

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HELPFUL LINKS

www.merma.org
[www.dir.ca.gov/dosh/
Schedule an Ergo
Evaluation](http://www.dir.ca.gov/dosh/Schedule an Ergo Evaluation)



Choosing the Right Chair for your Workstation

A good office chair should make it easier for you to do your job while being easy on your back and not affecting your health adversely. Here are some features you should be looking for when you buy an office chair.

Height Adjustable

You should be able to adjust the height of your office chair to your own height. For optimal comfort, you should be seated so that your thighs are horizontal to the floor.

Look for Adjustable Backrests

You should be able to position your backrest in a way that suits your task. If the backrest is attached to the seat, you should be able to move it forward or backward. A locking mechanism that holds it in place is good so that the back does not suddenly tilt backward.

Check for Lumbar Support

A contoured backrest on your office chair will give your back the comfort and support it needs. Pick an office chair shaped to match the natural contour of your spine.

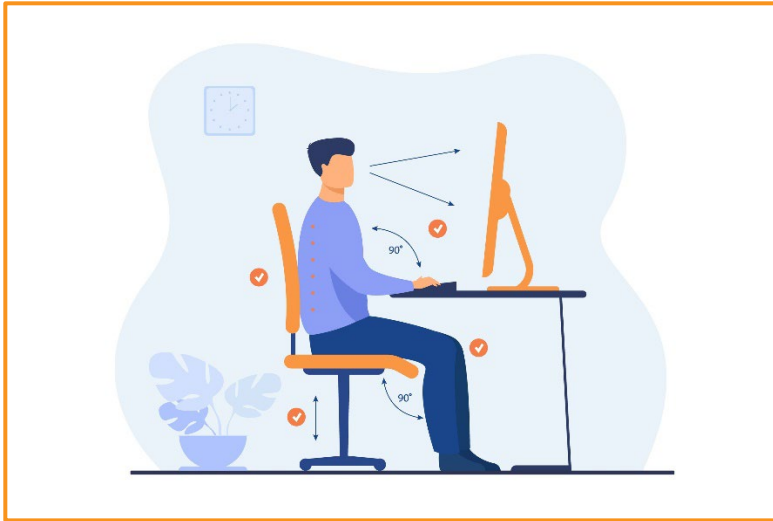
Allow for Sufficient Seat Depth and Width

The office chair seat should be wide and deep enough to let you sit comfortably. Look for a deeper seat if you are taller, and a shallower one if not so tall.

Get a Chair With Armrests

Get an office chair with armrests to take some of the strain off your neck and shoulders.

How to Position your Monitor



Ergonomics Checklist to Correctly Position Your Computer Monitor

- ✓ Place the monitor in a location that eliminates glare on the screen. Reflected glare from your monitor can cause eyestrain, but sometimes it will also cause you to assume an awkward position to read the screen.
- ✓ Place the monitor directly in front of you. Placing the monitor directly in front of you prevents you from twisting your head and neck from viewing the screen.
- ✓ Place the top line of the screen at or slightly (0-30 degrees) below eye level. When you are seated comfortably, a user's eyes should be in line with a point near the top of the monitor.
- ✓ Place the monitor at least an arm's length away from you. The monitor should be at a comfortable distance away from you, allowing you to view the entire screen without too much twisting of your head and neck.
- ✓ Place the monitor so you can clearly read the screen without bending your head, neck, or trunk forward or backward. You need to place your monitor to reduce awkward postures. Get your monitor in the right position and your neck and shoulders will thank you!

Importance of Sitting Posture



Poor posture (e.g., slumped shoulders, protruding neck and curved spine) is the culprit of physical pain that many office workers experience. It's crucial to be mindful of the importance of good posture throughout the workday. Aside from reducing pain and improving physical health, good posture also can boost your mood and self-confidence! Here's how to sit properly at a computer:

- Adjust the chair height so your feet are flat on the floor and your knees are in line (or slightly lower) with your hips.
- Sit up straight and keep your hips far back in the chair.
- The back of the chair should be somewhat reclined at a 100- to 110-degree angle.
- Ensure the keyboard is close and directly in front of you.
- To help your neck stay relaxed and in a neutral position, the monitor should be directly in front of you, with the very top of your monitor level with your eyes.
- Sit at least 20 inches (or an arm's length) away from the computer screen.
- Relax the shoulders and be aware of them rising toward your ears or rounding forward throughout the workday.

eBacksafe® for Teachers and Paraeducators



We are excited to offer eBacksafe® virtual injury prevention program designed specifically for teachers and paraeducators. **Segments of the virtual safety training were customized and filmed locally to ensure that real-life wellness scenarios were addressed.**

FIT has been in business for 30 years helping school districts and other organizations throughout the US protect the health and wellbeing of employees. It was discovered that fatigue, discomfort, pain, and injuries are often caused by something called Cumulative Micro Trauma and that when employees learned how to prevent it, their quality of life at work and at home improved dramatically.

If you are looking for strategies to improve culture, moral, staffing, and safety, this is a great program that is free to our member districts.

A presentation on eBackSafe will be given at the Board of Director's meeting on October 26th. This is also a perfect opportunity to ask questions about the program.

October

October	National Substance Abuse Prevention Month	The Office of National Drug Control Policy	youth.gov
October	National Crime Prevention Month	National Crime Prevention Council	ncpc.org
October	National Protect Your Hearing Month	National Institute for Occupational Safety and Health	cdc.gov

Oct. 17-21

National School Bus
Safety Week

National Association for
Pupil Transportation

napt.org
