

San Benito County



## CAUTION: Workers (and Drivers) Ahead

TopSafety



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\*\*\* PLEASE SAVE THE DATE \*\*\*

June 29, 2009  
Hartford – Call 888-593-0259 for appt.

July 3, 2009  
HOLIDAY

July 9, 2009  
New Hire Orientation  
9am to 1:30pm at Administrative Office

It's a fact: The majority of people injured or killed in work zone collisions are drivers and passengers. Many accidents occur before the construction work zone begins, where lanes close and cars merge, and most occur because of speeding and inattentive driving. When driving through a work zone, remember these rules of the road:

**MERGE** as soon as possible to help maintain traffic flow.

**SLOW DOWN** and obey the posted speed limit.

**PAT ATTENTION.** Now is NOT the time to fiddle with your radio or make a phone call. Remember: Distractions are the No. 1 cause of accidents.

**PLAN AHEAD.** Work zones often cause delays. Leave early to reach your destination on time.

**OBEY** the flagger's directions.

**STAY ALERT.** Work zone lanes and conditions change constantly; expect the unexpected.

**BE PATIENT.** Work zones are there to improve the roads that you drive.

**OBSERVE** the posted work zone signs until you see the one that says "END ROAD WORK."

**TIP: If you work on the road, wear protective clothing and use required safety procedures and equipment to make yourself more visible to drivers.**

# Office Ergonomics – Posture Guide

www.uwo.ca

Stop for a minute and check your posture. Are you sitting with similar postures as demonstrated in the following pictures?

## I. Proper Leg and Back Support

Start with the feet. Position them flat on the floor or on a footrest. Your ankles, knees and hips should be resting comfortably at about 90 degrees. Similar to when your standing, the natural curves in your back should be maintained when sitting.



Good



Bad



Bad



Bad

## II. Neutral Neck Posture

Your head should be balanced over your shoulders. Avoid bending or twisting the neck excessively when referencing papers or the monitor. Do not twist in your chair. Instead, remain upright and swivel the seat to the desired location.



Good



Bad



Bad



Bad

## III. Proper Positioning for Arms and Hands

Starting with your shoulders keep them relaxed and at your sides. Your elbows should be bent between 90 and 100 degree. While working, make sure your wrists remain straight and inline with the forearms, keeping your hands relaxed. Avoid reaching for items repeatedly.



Good



Bad



Bad



Bad

# Office Ergonomics – Evaluate Your Workstation

[www.uwo.ca](http://www.uwo.ca)

Take the test and see if you have your workstation properly adjusted. A consistent 'yes' answer means you are in good shape. Answering 'no' to any of the questions means you should contact your Department Safety Representative for an ergonomic assessment.

<b>Posture Assessment</b>	<b>Yes</b>	<b>No</b>
When using the computer are your shoulders relaxed at your sides with your elbows bent to 90 degrees, forearms level and wrists straight?	<input type="checkbox"/>	<input type="checkbox"/>
While looking at the monitor or documents, is your neck straight and your head upright and looking forward?	<input type="checkbox"/>	<input type="checkbox"/>
Do you typically sit against the back of the chair and is your lower back supported by the curved part of the backrest?	<input type="checkbox"/>	<input type="checkbox"/>
Are your legs equally supported by the seat, not in contact with the front edge of the chair and feet fully supported on the floor or footrest?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Work Space Assessment</b>		
Is there enough room at your desk for tasks and do you have adequate storage space for equipment (i.e. monitor, printer, telephone)?	<input type="checkbox"/>	<input type="checkbox"/>
Is there sufficient legroom beneath your desk to change position?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Seating Assessment</b>		
Do you know how to adjust your chair and is it suited to your tasks?	<input type="checkbox"/>	<input type="checkbox"/>
Is your chair adjusted to fully support your feet, legs, back and arms in a position that does not limit access to your work?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Computer Assessment</b>		
Is the top of the monitor at eye level when seated normally?	<input type="checkbox"/>	<input type="checkbox"/>
Is your torso upright and not twisted when working?	<input type="checkbox"/>	<input type="checkbox"/>
Are the keyboard and mouse positioned just below elbow level with the wrists straight and shoulders relaxed when seated comfortably?	<input type="checkbox"/>	<input type="checkbox"/>
When working is the monitor positioned about an arm's length away?	<input type="checkbox"/>	<input type="checkbox"/>
Is lighting even and without glare from overhead lights or windows?	<input type="checkbox"/>	<input type="checkbox"/>

# Office Ergonomics – Adjusting Your Chair

## Adjusting your Chair

Adjust the seat height so your feet are flat on the floor with your knees at or slightly below the level of the hips.

With your hips pushed to the back of the seat adjust the backrest height so that the rounded part fits the curved section of your low back (lumbar spine)

Recline the backrest angle between 95 and 110 degrees so that both upper and lower parts of the back are supported. Make sure to adjust the backrest angle regularly throughout the day.

Adjust the armrest height to avoid contact with the desk or keyboard etc. Make sure the armrests do not elevate your shoulders or limit your ability to use the computer. If so lower them or remove them.



# Office Ergonomics – Mouse and Keyboard

## Positioning the Mouse and Keyboard

After pulling up close to the keyboard and mouse, position them in front with the most frequently used portion of the keyboard centered to your location

Adjust the height of the keyboard or chair so that your shoulders are relaxed at your sides with the keyboard and mouse at elbow height (elbows bent to 90 degrees). Use a footrest if your feet are elevated off the floor.

Keep your wrists straight by adjusting the keyboard tilt. If sitting upright, try tilting the keyboard away from you.

Wrist rests can help to maintain neutral wrist postures and reduce contact stress against hard surfaces. However, some computer users may find wrist rests limit hand positions and increase the effort of keying.

Look at the position of the mouse. Can it be placed closer to you without affecting it's function? Is the mouse located just below elbow height? Have you thought of using the mouse with the left hand?



## Make Every Step Count

TopHealth Newsletter



Walking is a popular form of exercise. It may be the easiest step to better health. But how can you get more steps into your day? Using a pedometer and setting daily goals are proven methods for boosting physical activity. A pedometer is a small, affordable device that counts every step you take, whether you're on a treadmill or walking into the grocery store. **STEP IT UP!!!**

- First check your steps using a pedometer attached to your waist. Since these devices vary slightly, calibrate your pedometer: Walk and count out 30 steps – If your device is off by 5 to 10 percent, try adjusting the device to keep it stable at your waist for a more accurate count.
- Start out gradually by simply recording your daily step count for the first week. Use the highest number as your new daily goal for the next two weeks. Find easy ways to add steps daily, such as taking a quick walk during a work break. (Be sure to check with your health care provider before significantly increasing your activity level.)
- Set a higher goal every few weeks. National fitness experts often recommended a target of 10,000 steps per day (about 5 miles) through exercise and daily activity. For most people, achieving this goal takes time.
- Record your daily step count in a journal; it will help you see your progress and plan realistic goals.
- Keep going! Remember, making a new exercise routine permanent can take up to six months.

Put your best foot forward: Start on the path to better health, one step at a time.

## Don't Eat That! – Facts About Food Poisoning

TopHealth Newsletter

Good food can be delicious, but spoiled food can make you sick causing fever, cramps and diarrhea a few hours or even a few weeks after eating. Here are some simple food rules to keep the "bad bugs" off your plate:

### WHEN SHOPPING:

- Don't purchase torn, damaged, cracked or leaking containers.
- Put perishable items into an ice chest if your trip home from the market is longer than an hour.
- Place meat or seafood packages in plastic bags to avoid contaminating other foods.
- Choose refrigerated eggs and avoid any that are dirty or cracked.

### WHEN STORING:

- Refrigerate or freeze perishables promptly
- Keep your refrigerator below 40°F and freezer below 0°F.
- Store eggs in the carton, not on the refrigerator door where the temperature is warmer.
- Check product labels for storage recommendations.

### WHEN PREPARING:

- Wash hands with soap and warm water for 20 seconds or longer before handling food.
- Keep work areas clean – wipe up spills promptly and wash countertops well.
- Thoroughly wash dishes, utensils or cutting boards that have been used for raw eggs, meat or fish. Use plastic or hardwood cutting boards that are free of cracks.
- Defrost foods in the refrigerator or in the microwave, not on the countertop.

And never eat cooked foods that have been left out for more than two hours.

## What's Wrong With This Picture?



I hope you all are enjoying this safety newsletter.  
If you have any safety stories/information or suggestions you would like posted, please send me an email.

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