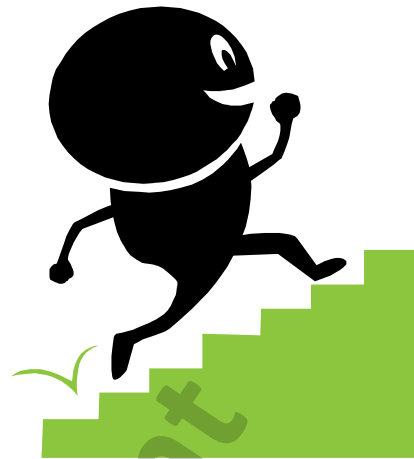


Easy Way



Teach yourself...

**Workplace
Health and Safety**

- ☒ Easy to follow
- ☒ Step-by-step instructions
- ☒ Written in plain English

A Cheryl Price Publication

Easy Way – Workplace Health and Safety

This book covers workplace health and safety in relation to the Health and Safety in Employment Act. It includes hazards, emergency procedures etc.

It contains simple step-by-step exercises to guide you through the learning process.

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Sample Document

Introduction

Every year in New Zealand, workers are injured - and even killed - by accidents at work. In addition, some suffer a work-related illness.

To **stop** people being injured (and killed) at work, special **health and safety laws** ensure that **every workplace must have safety procedures** in place which **must** be followed.

What is a 'safety procedure'?

A **safety procedure** is an arrangement for carrying out a task in a safe way - a well-considered, safe way to do something in the circumstances.

Typical injuries from workplace hazards

Here are some **typical injuries** that happen at work because of unheeded **workplace hazards**:

- Burns caused by tripping onto hot machinery,
- Hearing loss caused by exposure to noisy machinery,
- Cuts caused by falling on sharp construction tools,
- Crushing injuries caused by moving objects,
- Skin diseases caused by irritating substances,
- Bruises and cuts caused by an assault by a fellow employee,
- Acute low back pain or serious back injury due to using incorrect handling techniques, and
- Broken bones caused by slipping on worn stairs.



Typical causes of work injury to young people

- Manual handling (lifting and moving things),
- Slips, trips or falls,
- Being hit by a moving object,
- Psychological stress from a stressful workplace,
- Falling from a height, and
- Hitting a moving object.

Injuries at work are caused by **hazards** in the workplace. You must be able to **recognise different hazards** in the workplace, and follow any **rules** or **arrangements** that have been made to **deal** with those hazards. This way, you and those around you will **stay safe**.

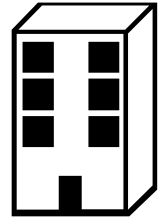


Following safety procedures

When you see this sign in the book, it will be followed by safety procedures for you to follow.

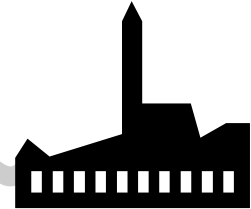
What is a 'hazard in the workplace'?

A 'hazard in the workplace' is basically **anything** that could **hurt or harm you or someone else** at work. A hazard can arise in any number of ways, and it may occur *inside* or *outside* a place of work.



A hazard might be:

- An *activity* (using chemicals or dye in a hair dressing salon),
- An *occurrence* (Friday afternoon mental fatigue),
- A *situation* (power cables left trailing on an office floor),
- An *arrangement* (a bad method of storage in a warehouse),
- A *circumstance* (a wet floor in a hotel foyer),
- A *phenomenon* (being exposed to adverse weather) ,
- An *event* (the unloading of a ship's cargo),
- An *action* (machinery moving overhead),
- A *process* (automated plastics manufacturing),
- A *substance* (a poison), and
- A *person* (a worker who is under the influence of drugs or alcohol, highly stressed, or tired)



It is important to think as broadly as possible when identifying a hazard. **A hazard is not only something that may cause physical or biological harm, but is also something that might lead to psychological harm.** For example, a crowded or hot workplace might increase anxiety, or an isolated worker could be at risk from depression or loneliness.

Not only is a hazard something that may cause psychological harm, but **a person themselves can also be a hazard.** For this reason, it is important to be aware of the health and welfare of your employees, as stressed, inebriated, or sick employees have the potential to "hurt or harm" someone else at work.

Typical HAZARDS and INJURIES in the workplace

<i>Workplace</i>	<i>Typical hazard</i>	<i>Typical injury or disease</i>
Office	typing without breaks	OOS (occupational overuse syndrome)
Smelting Plant	fire, molten metal	burns, disease from poisonous fumes
Warehouse	lifting ('manual handling')	back injury
Building Site	physical environment	tripping, slipping, falling injuries, cuts
Carpet Factory	airborne fibres, poor ventilation	respiratory disease
Farm	noise from heavy plant	hearing loss
Manufacturing Plant	no personal protective clothing	poisoning by hazardous substances

Exercise 1

- 1 List two typical causes of work injury to young people:.....
.....
- 2 List another typical hazard you might find in each of the workplaces below:
Office:.....
Smelting plant:.....
Warehouse:
Building site:
Carpet factory:
Farm:.....
Manufacturing plant:

Hazard Warning and Safety Signs

Examples of safety signs and hazard warning signs displayed in the workplace are shown below.



Exercise 2

- For four of the signs above, very briefly describe the kind of circumstances in which each may be displayed:

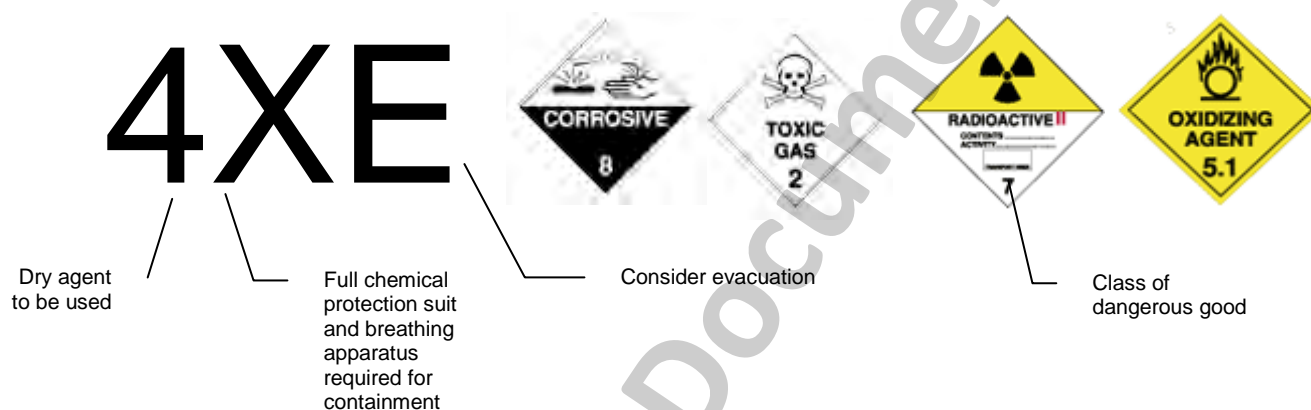
- 1
- 2
- 3
- 4

HAZCHEM codes

HAZCHEM codes relate to **dangerous goods** stored on premises (or transported by road or rail). Signs (wall plaques) display coded information which can be quickly understood by emergency personnel in the event of a fire or spillage of a hazardous chemical at the workplace. They can then deal with the incident in the most efficient and safe manner.

If hazardous substances are kept at your workplace, a sign will be displayed at the gate or entry point. HAZCHEM codes show:

- Type of hazardous substance kept on the premises.
- Medium to be used to fight fire or spillage.
- Risk of violent reaction.
- Personal protective equipment to be worn to deal with any incident.
- Whether evacuation should be considered.



The number in the bottom corner of the diamond describes the *class* of dangerous goods on the premises.

Classes of dangerous goods

Class 2	Compressed gases (flammable, toxic, oxidising gas).
Class 3	Flammable liquids.
Class 4	Flammable solids; spontaneously combustible substance; gas emitting substances (when mixed with water).
Class 5	Oxidising agents / organic peroxide.
Class 6	Toxic substances.
Class 7	Radioactive substances.
Class 8	Corrosive substances.
Class 9	Miscellaneous dangerous goods.

Personal Protective Equipment

Personal protective equipment (PPE) is special clothing and other equipment designed to protect workers from injuries caused by workplace hazards. PPE *must* be used or worn where provided for a purpose. PPE is used for all sorts of tasks - in laboratory work, spray painting, welding, high-pressure cleaning, working with radioactive substances or working with machinery.

PPE is designed to protect a specific part of the body as the following examples show.

Overalls	Protect body from grime and hazardous substances, and are fire resistant.
Protective safety boots	Protect feet. Boots may be compulsory (building sites). Steel toe-capped, non-slip for grip.
Safety gloves	Protect hands against cuts, extreme hot and cold, chemicals.
Safety helmets, other headwear	Protect against risk of falling objects overhead - compulsory on construction sites.
Safety masks, goggles	For eye protection where eyes are at risk from accidents with tools (lathes, chisels), welding, hazardous substances (acids, lubricants).
Respirators	For lung protection, breathing aid for noxious atmospheres or confined spaces.
Ear muffs	For noisy environments, to guard against 'industrial deafness' (hearing loss over time after prolonged exposure to noise).

If a particular hazard can't be eliminated altogether, employers **must**:

- a ensure that PPE is readily available and accessible, and**
- b ensure that PPE is used.**

Under New Zealand law, all PPE must be owned by the employer, and it is their responsibility to:

- ensure that it fits the employee properly,
- replace or repair PPE free of charge to the employee, and
- ensure that PPE caters to employees' individual needs or disabilities

Often used in conjunction with other risk control measures, PPE is protection of the last resort - supplied only after other hazard controls have been considered. PPE must be the best form of protection, not just the cheapest.





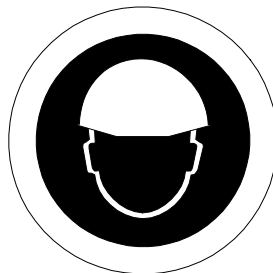
Following safety procedures

- Use PPE provided by the employer.
- Use it in accordance with proper instructions for use.
- Make sure PPE fits properly so it can protect you properly.
- Make sure PPE is properly maintained.
- Ensure PPE is replaced at appropriate intervals.

Exercise 3

➤ Answer the following questions.

- 1 What is a 'hazard in the workplace'? (Tick all correct answers.)
 - ☐ Something flammable
 - ☐ Anything that could hurt or harm you or somebody else at work
 - ☐ A frayed wire in a storeroom
 - ☐ Something like a disused mineshaft
- 2 What kind of hazardous goods stored on premises might be coded 'Class 3'?
.....
- 3 When PPE is provided at work, you should (tick all correct answers):
 - ☐ Be instructed to use it properly
 - ☐ Always wear it when required
 - ☐ Pay for repairs to your PPE out of your own pocket.
 - ☐ Make sure it fits properly
 - ☐ Keep it safely at home



HEAD PROTECTION

Hazards in the Workplace

Looking out for, and identifying, hazards in a workplace to keep people safe is everyone's responsibility.



Immediate/visual detection

Use all of your senses to identify hazards in the workplace. Observe your environment by looking around, listening, noticing any strange smells (like smoke or chemicals) and use your knowledge about things that might be dangerous.

STAY ALERT.

- Can you SEE anything dangerous?
- Can you HEAR anything unusual?
- Can you SMELL anything noxious?

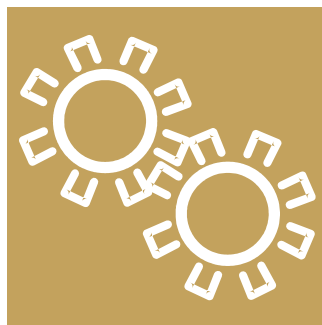
Reporting hazards

You should report any hazards as soon as they arise or occur. You can report hazards by giving any information about hazards to a supervisor or health and safety representative – your workplace should have a form that you can fill in to report hazards. Reporting enables something to be done before a hazard causes any injury.

Communication might be **informal**, such as when your supervisor asks if everything is okay in carrying out your duties, or whether you are experiencing any problems, say, with certain equipment.

Also, communication may be **formal**, such as

- a workplace inspection,
- reporting an issue to your health and safety representative or health and safety committee,
- having meetings at work addressing health and safety matters.



Workplace inspections

Managers and supervisors should conduct workplace inspections on a regular basis to identify hazards, with the assistance of workers familiar with the work area (or a health and safety representative).

A checklist should be used to identify potential hazards. A workplace inspection checklist should meet the needs of the workplace or work area to be inspected, and encourage the people conducting the inspection to record:

- Hazards found,
- Actions taken at the time of the inspection,
- Allocation of responsibilities for future action to be taken,
- Timeframes for actions to be completed.

Later in this training module, you will conduct your own workplace inspection (see page 39).

We are now going to identify and examine different types of general hazard in the workplace. These can be categorised as follows:

- Machinery, equipment and tools hazards – otherwise known as ‘plant’ hazards
- Manual handling hazards
- Occupational Overuse Syndrome
- Hazardous substances
- Noise
- Electrical hazards
- Atmospheric contaminants
- Confined workspaces.



Machinery, Equipment and Tools (or 'Plant') Hazards

Machinery, equipment and tools (often called 'plant') can cause injury through accidents.

Examples of machinery hazards

- Trapping
- Impact and entanglement
- Friction/cutting
- Projectiles
- Others such as burns, radiation, noise.



Injuries caused by plant

The most common injuries are to hands and fingers which can be cut, sprained, dislocated, broken, crushed or severed by machinery, equipment or tools in the workplace.

Eye injuries are also caused by accidents with plant, including:

- being hit in the eye by something,
- heat, radiation on the eye,
- falls, trips and slips involving plant or with plant nearby.

Workplace	Plant	Injury
Office	Computer equipment, lifts, desks and chairs, trolleys	Overuse problems, strains, falls
Restaurant	Stoves, knives, meat slicers, hot fat, blenders, boilers	Burns, cuts, electric shocks, skin grazes, loss of fingers
Plumbing	Welding equipment, pneumatic drills, powered hand tools	Eye burns, sprains, hearing damage, vibration, flying parts
Construction	Ladders, concrete mixers, power tools, scaffolding, cranes, wheelbarrows	Falls, flying parts, electric shock, body entrapment in moving parts, falling objects
Printing	Presses, binders, guillotine, forklifts, scissor lifts	Clothing or body entrapment in moving parts, amputations, driving accidents
Hospital	Lifts, boilers, sterilisation equipment, trolleys, syringes	Burns, dangerous chemicals, back and arm sprains
School	Heaters, guillotines, desks and chairs, computers, workshop equipment, mowers	Burns, falls, entrapment in moving parts
Factory	Lathes, presses, grinders, milling machines, conveyors	Flying particles, inhaling particles, chemicals, noise
Warehouse	Conveyors, forklifts, scissor lifts, stacker cranes, overhead gantry	Falls and falling objects, entrapment in moving parts, collapsing stacks

Workplace	Plant	Injury
<i>Fish and chip shop</i>	Deep fryers, grills, exhaust fans, chipmakers	Burns, cuts
<i>Commercial fishing</i>	Engines, winches, nets, slipways, freezers	Drowning, cuts, sprains and strains, slips and falls
<i>Farms</i>	Tractors, harvesters, forklifts, bulldozers, power tools, seeders	Roll over/driving accidents, electrocution from overhead cables, inhaling particles, entrapment in moving parts.

[Table adapted from Equipment Hazard Factsheet by NOHSC. Copyright Commonwealth of Australia, reproduced by kind permission]

Beware of common hazards

A hazard exists where a piece of machinery, equipment or a tool is:

- not properly guarded,
- not well maintained,
- used by untrained operators,
- used for something it's not designed for,
- used in wrong conditions (eg in the wet, near electric cables),
- illegally modified or changed, or
- where the operator is not properly supervised or is unable to concentrate for some reason.



Standard Operating Procedure Sheets (SOPS)

SOPS are written operating instructions and safe operating procedures for plant or machinery. They must be kept near the plant or machinery or given to workers directly by their supervisor.

'DANGER' and 'OUT OF SERVICE' tags

Red and black 'DANGER' tags warn workers about equipment hazards and machinery maintenance hazards.

Yellow and black 'OUT OF SERVICE' tags are used to prevent accidents or damage to machinery that is out of service awaiting repair.

Any faulty equipment should be tagged so it cannot be used until it is replaced or repaired.

Guarding/fencing machinery

The Health and Safety in Employment Act 1992 requires that if hazards cannot be eliminated, then all practicable steps should be taken to isolate people from those hazards.

Guards, fencing and barriers should be used to isolate the hazards.

When guards and barriers are used to provide secure fencing for machinery the guards should be designed so that people cannot reach over, around or through them and come into contact with the dangerous parts of the machine.



Following safety procedures

- Follow safe procedure for the removal of 'DANGER' and 'OUT OF SERVICE' tags.
- Check machinery is in sound working order.
- Use equipment, machinery and tools in accordance with instructions (SOPS).
- Apply the training you've been given - DON'T operate any equipment, machinery or tools unless you know what to do if something goes wrong or in an emergency.
- Keep guards installed in place - if removed during cleaning, replace them afterwards.
- Wear any personal protective equipment provided (protective gloves, armguards, safety glasses, hard hats or safety boots).
- Isolate machinery before cleaning.
- If you have any worries about equipment, machinery or tools - talk to your supervisor or health and safety representative.



Exercise 4

1 What are the most common injuries with plant and machinery?

.....
.....

2 When should you report a hazard?

- ☐ Only at a health and safety meeting.
- ☐ It's not your responsibility to report it.
- ☐ As soon as it arises or occurs.
- ☐ As soon as someone is injured by it.

3 Red and black danger tags are used to:

- ☐ Warn workers about equipment hazards.
- ☐ Let workers know that machinery is out of service.
- ☐ Warn workers about equipment and machinery maintenance hazards.
- ☐ All of the above.

4 Where would you expect to find copies of 'SOPS'?

.....

5 What's the purpose of a workplace inspection?

.....

Manual Handling

What is 'manual handling'?

'Manual handling' is any work-related physical task or activity, effort or movement such as:

- Lifting heavy boxes,
- Handling animals in a veterinary clinic,
- Holding, lowering, pushing, pulling or restraining an object or a load,
- Typing, painting, gardening, cleaning or writing.

Injuries caused by manual handling

Manual handling is the largest cause of injuries in the workplace to young people, they include:

- Strains and sprains,
- Neck and back injury,
- Slips, falls and crush incidents,
- Hernia,
- Occupational Overuse Syndrome (OOS).



Redesign the workplace

If hazards are significant, employers should look at the following.

The load	eg reduce it, split it, make it easier to hold (eg put handles on it), improve stability, etc
The environment	eg reduce slipperiness (eg improve flooring or footwear), remove clutter, avoid steps and slopes, improve lighting, etc
People	eg provide training specific to the task being performed, inform employees about hazards, provide personal protective equipment, etc
The task	eg improve layout to keep load closer to the body (which requires less effort to lift), reduce handling distances and twisting actions, provide sufficient space to perform the task, reduce vibration, etc
Management	eg provide sufficient staff to cover sickness, deadlines and holidays, schedule regular rest breaks and rotate staff, ensure good maintenance systems, provide information and incentives to encourage safe work practices, etc.

Ways to reduce the risk

- Lighten loads (eg break loads into smaller quantities),
- If handling is prolonged, break the period of handling into spells, rather than doing it all in one go,
- Reduce bending, twisting, reaching movements,
- Use a manual handling aid (eg a trolley or forklift),
- Redesign the workplace to avoid handling where possible,
- Prevent muscle strain and fatigue by warming-up before working, taking rest breaks.



Remember: If you are unable to lift an object comfortably, STOP. Seek assistance or use lifting equipment.



Following safety procedures

- Follow instructions on safe manual handling methods.
- Use manual handling aids where provided.
- Apply any manual handling training.
- Report hazardous manual handling situations to your employer or health and safety representative.

Even though you may be young or new to the job, as a young worker you have a responsibility to speak up if you feel any task is too heavy, too difficult, too tiring or is putting you at risk of injury.

Exercise 5

- 1 Write down a typical manual handling task that might be carried out in a workplace.
.....
- 2 What kind of injury could result from this manual handling task?
.....
- 3 What steps might be taken to ensure that no injury is caused?
.....
.....
- 4 Manual handling injuries include (tick all that are correct):
 - ☐ Neck and back injuries
 - ☐ Bruises and broken bones
 - ☐ Strains and sprains
 - ☐ Electrocution

Occupational Overuse Syndrome (OOS)

OOS (or repetitive strain injury, 'RSI') is a term for a range of conditions characterised by discomfort or pain in the muscles, tendons or other soft tissues. OOS occurs after a period of time repeating similar manual activities, often in office environments.

Symptoms of OOS

Fatigue	Muscle discomfort
Burning sensation	Stiffness
Aches and pains	Soreness
Weakness	Numbness and tingling
Hot and cold feelings	Muscle weakness

OOS Causes

- Poor work organisation.
- Absence in variety of motions.
- Badly designed computer hardware/software.
- Badly designed office furniture (eg desk too high or too low, non-adjustable chair).
- Inappropriate VDU environment.
- Poor workstation layout.

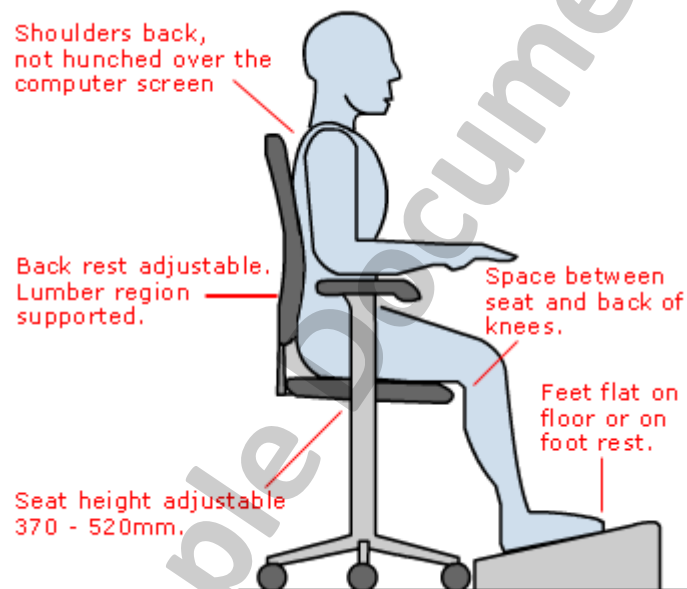
Some Examples of Occupations Affected by OOS

- Computer workers.
- Cleaners.
- Shearers.
- Musicians.
- Artists.
- Supermarket workers.
- Hairdressers.
- Tradespeople.



Following safety procedures

- Monitor your workstation (see *Workstation Environment Checklist*, page 23).
- Minimise repetitive tasks.
- Take work breaks.
- Exercise to stimulate blood flow/reverse effect of muscle tension – and to help relaxation (see pages 20, 21).
- Maintain correct posture and vary it often.
- Report aches and pains promptly before they get worse.
- Pace your comeback after OOS subsides.



Ergonomics

'Ergonomics' is the study of safety, efficiency and comfort of people in their working environment. Keyboard users who spend a large part of their working day sitting before a computer should be aware of the health and safety considerations of their workstation environment. However, it is important to remember that ergonomics can apply to any workplace, for example, if you work on a factory conveyor belt system, you should ensure that you do not have to stretch too far to reach the items that you need on a regular basis. This section of the book concentrates predominantly on office workers and a practical exercise in 'ergonomic assessment' is given at the end of this section.

Keyboard

Ideally, the keyboard should allow the operator to work with his or her elbows at a 90-degree angle. The keys should be easy to push.

The following steps can reduce strain on hands and wrists:

- 1 Use a padded wrist rest placed in front of the keyboard.
- 2 Keep your hard copy next to, and at the same distance from your eyes as, the screen.
- 3 Don't pound the keys. This sends shock waves up the arms that can create or aggravate problems with the fingers, wrists and arms.
- 4 Don't overreach when reaching for the function keys. This causes the finger tendons to stretch. Move your hand closer to the desired key before pressing it.

A Microsoft Natural Keyboard is available which reduces wrist strain, ergonomically designed for prevention of OOS. If you have narrow shoulders, a compact keyboard (without the numeric keypad) may also be beneficial, as it prevents you from having to stretch for the mouse.

Monitor



Poor visibility can cause eye irritation and headaches. On older CRT monitors, an anti-reflective or polarising filter or treatment may be attached or applied to the monitor to cut down glare. The filter should be regularly dusted. Newer LCD monitors usually have an anti-glare coating of their own.

To prevent eyestrain, carry out the following checks:

- 1 Top of the screen should be 30° below eye level.
- 2 Adjust your monitor for maximum contrast and minimum brightness.
- 3 Reduce reflections by tilting the screen and avoid locations where the monitor directly faces towards or away from bright window light.
- 4 The monitor should also be adjusted to avert the glare from direct lighting. A glare screen and dark clothing can help reduce reflections.
- 5 Blink and look away from your screen often to prevent dry eyes or headaches.

The mouse

A mouse should have the following features.

- 1 The hand should not have to be cramped when gripping the mouse.
- 2 Buttons should not cause the fingers and hand to be cramped.
- 3 Support surface should be flat and on same level as keyboard support surface.
- 4 Response time of mouse movement to screen cursor movement should be adjustable.
- 5 Pressure required to activate buttons should be neither so great as to be tiring when used continuously, nor so small that it is too easy to activate the buttons in error.
- 6 It should be possible to change the position of the mouse so that variation in arm position can be obtained.

The chair

A well designed, adjustable chair is one of the most important factors in preventing posture problems. Your chair should be adjustable vertically (usually between 38-52 cm in height) and be adjustable *while you are seated*.

You should be able to sit with both feet *flat on the floor*. There should be no pressure against the lower back or your thighs - you should be able to fit one hand-width between the seat and the back of your knee.

Sit *comfortably* in your chair - not too far back and not perched on the edge of your seat.

The desk

If the height of your chair and foot-rest are fixed, then you must be able to adjust the height of your desk. Normally, a desk should allow the keyboard to be around 60-78 cm off the ground and give you around 40 cm of leg room.

The table should allow you to position the centre of the screen at a height to suit you.

The desk should be big enough to allow the keyboard, screen controls (on/off, brightness), documents, *document* carrier, and any other items which you use regularly (telephone, desk caddy, etc) to be within easy reach. It should also be as thin as practical, ideally less than 2.5 cm to give you maximum knee room.

Lighting

Blinds should be used to prevent strong direct sunlight. Workstations should be located away from windows and positioned to avoid reflections. Where possible, use natural light and blinds to control the light. In most offices, a combination of natural and artificial light is used. Fluorescent lighting is usually standard in office situations.

Room temperature and ventilation

Computers produce heat which can make your work space warmer than the rest of the office. Make sure the screen is not hard up against a wall or partition, and that there is plenty of air flow around the unit. A small desk fan may be necessary if you are working in a confined space. Windows can be used for additional ventilation.

The combined effects of heat and humidity can produce dryness and eye irritation. The best environment is with a relative humidity of 45 per cent or greater. Air conditioning can lead to a dry atmosphere.

Work breaks

Take breaks away from your terminal to avoid eyestrain and posture problems.

The recommended break is ten minutes every hour worked if work is screen-intensive.

Micro-pauses

A micro-pause is a short break in work for muscle relaxation. Specifically, a five to ten second break in work every three minutes. Micro-pauses allow for restoration of blood flow to tense muscles.

Physical Exercise

Exercises should be taken at regular intervals.

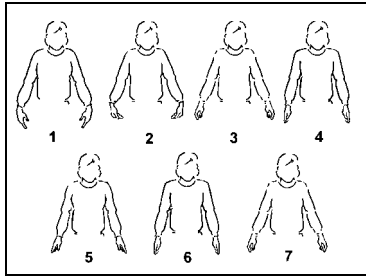
These should include **head rolls**, **shoulder lifts** and **wrist drops** (dropping your arms down by your sides and shaking your wrists).

There is a range of helpful material available from OSH regarding ergonomics and good workstation environments.

In particular you should read OSH: **Approved Code of Practice for the Safe Use of Visual Display Units in the Place of Work**. This publication provides practical advice and recommendations for employers and employees on how to prevent the development of health and safety problems that may arise from the use of VDUs and associated equipment. Compliance with the code meets the requirements of relevant legislation.

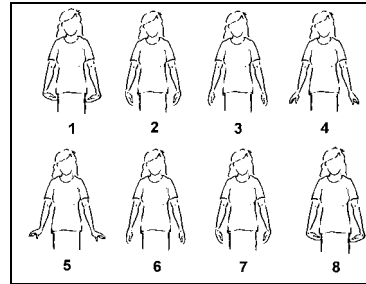
There is also *free* interactive software called **Floppy Ergonomist** that you can download from the OSH website at www.osh.dol.govt.nz. It tells you all about office ergonomics. You just click on a button to learn about preventing aches and pains, exercises, posture, and what to look for in the design of VDUs and office furniture. (The Floppy Ergonomist also contains the text of the VDU code of Practice.)

Some effective exercises for VDU users are shown on the next two pages.



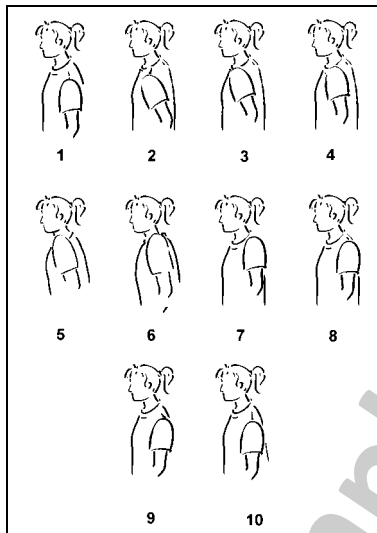
Exercise One

Let your shoulders go loose. Shake your whole arm(s), holding your arms straight up and down.



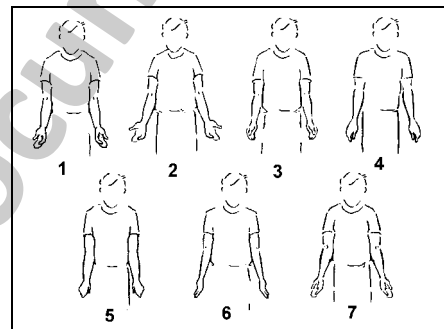
Exercise Two

Let your wrists go loose. Move your arms back and forth to make your hands flap, bending loosely at your wrist.



Exercise Three

In a relaxed manner, circle your shoulders (holding the rest of your body still) in the biggest circles possible. Let your arms hang still while your shoulders move. Circle in both directions.



Exercise Four

Sometimes, work causes us to hold muscles short and tight. These need gentle lengthening. Straighten your arms. Hold them down by your thighs, both ways. Hold for a few seconds at the extremes.

Exercise Five

- 1 Head upright, relaxed. Lower chin, then return. Pause. Tilt head back, then return.
- 2 Shoulders still, head forward. Bend head towards left shoulder, then return. Repeat on other side. Do not attempt full neck circles.



Exercise Six

Stretch arms upwards, sideways, then back. Bend elbows on each stretch.



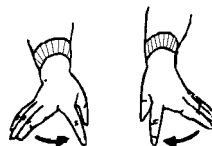
Exercise Seven

①



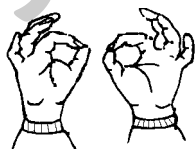
With forearms rested, turn palms up then down.

②



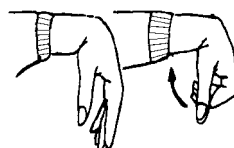
With fingers straight, spread apart then together.

③



Touch each finger to thumb in turn. Repeat, sliding finger tip to base of thumb.

④



Bend wrist to 90°. Fingers straight, make a fist.