

Protect your MSI Hotspots

Office Workers



Photo: Paula Whalen, Executive Assistant

Sources

WorkplaceNL injury prevention database based on eight years of accepted claims. Figures shown refer to the most common injuries by body part and do not represent 100 per cent of injury claims.

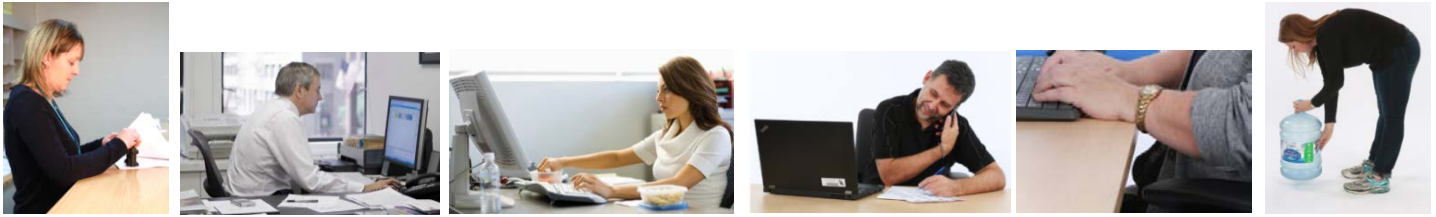
MSIs, or musculoskeletal injuries, are those that harm your muscles, tendons, ligaments, nerves, discs and other soft tissue.

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MSI Hotspots

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Prevention Tips

Workstation Setup

- Adjust chair to work in a neutral posture.
- Adjust work surface or chair height so elbows are the same height as keyboard.
- Use a footrest if feet are not laying flat on the floor.
- Place keyboard within reach of your fingers with elbows at your sides.
- Place mouse as close to the keyboard as possible.
- Place monitor directly in front of you, about one arm's length away. The top of the screen should be no higher than eye level.
- Learn how to position multiple monitors.
- Use a docking station and an external monitor, keyboard and mouse if using a laptop for extended periods.
- Use a document holder for paper-based tasks. Place at a similar height beside the monitor, or between the monitor and keyboard.
- Use a telephone headset.

Move More, Sit Less

- Switch tasks often. Break up computer work with other duties.
- Take microbreaks to rest muscles and change posture (1-2 minutes after 20-30 minutes of sitting).
- Take scheduled breaks to move and stretch.
- Change posture often throughout your work day (sit, stand, walk).
- Use a sit-to-stand workstation to change from a seated posture.

Moving Items

- Warm up your body before lifting and handling loads.
- Avoid lifting after prolonged sitting.
- Use mechanical handling aids.
- Get help with heavy or awkward loads.
- Get training in safe lifting and handling principles and techniques.

General

- Maintain a healthy lifestyle. Be active, keep a balanced diet, drink lots of water and get enough rest.
- Be mindful of your work habits.