

How to Decrease Your Risk of Injury at Work

It is important to understand proper office ergonomics especially when that is an activity you will be doing more most of the day, every day. Keep the following guidelines in mind when setting your work computer or office workstation.

- 1. Be sure to warm up your muscles before participating in any strenuous or repetitive tasks.**
- 2. Check equipment function regularly before use.**
- 3. Ask for orientation with new equipment or procedures.**
- 4. Let your boss or supervisor know when you are not comfortable performing a certain task or ask for help.**
- 5. Resist the temptation to take short cuts.**
- 6. Know the policies and procedures that govern a task and follow them every time.**
- 7. Hydrate yourself with water instead of drinking caffeinated and sugary beverages. Water can reduce fatigue, aid in pain prevention, and help to boost productivity.**
- 8. Take a minute to stretch your muscles every hour to avoid musculoskeletal injuries.**
- 9. Use proper lifting techniques. Ask for help if you are unsure you are capable of lifting an object.**
- 10. Do not ignore pain! Visit your onsite clinic or physician to avoid complicating any injury.**



Visit www.PreventWorkInjury.com for more information.