# Hazardous Manual Tasks and Ergonomics

**We are born to move, not sit all day**

## Hazardous Manual Tasks

### Main Muscles
- Hamstring
- Quadriceps
- Back Muscles

### Risk Factors to Avoid
- Excessive or prolonged reaching, twisting, stretching, bending, stooping, pushing or pulling
- Awkward postures required whilst lifting
- Lifting excessive weights
- Lifting awkward shaped objects
- Lifting below knee height and above shoulder height
- Lifting or working with arms away from the body

### Controlling the Risk
- Change the task - does this task need to be carried out? If so, does it have to be done this way?
- Change the object - for example, repack a heavy load into smaller, more manageable parcels
- Use mechanical aids - like wheelbarrows, trolleys, conveyor belts, cranes or forklifts

## Workstation Set-up

### Chair
- Lumbar support positioned in the spine’s curve
- Back rest should reach mid shoulder blade height
- 2-3 finger spaces between back of knee and chair seat
- Thighs parallel to the ground
- Relaxed shoulders with the arms 90-95 degrees at the elbow.
- Elbows should clear desk height.

### Desk Layout
- Sitting close to the workstation prevents overreaching when keying and mousing.
- The keyboard should sit no more than a hand length away from the edge of your desk.
- The mouse should be placed as close to your keyboard as possible to maintain a relaxed shoulder position, with the hand in line with the forearm.
- Document holder’s should be placed between the monitor and the keyboard.

### Computer
- Position monitor at an arm’s length from your body to minimise eye strain.
- Dual monitors need to be aligned with the body to minimise cervical movement.
- Monitor height should be positioned so your eye level is located in the top third of the screen.

## Back Stretches