

*Prevent Pain and Injury  
with Improved Workstation Ergonomics*  
Employee/Volunteer Checklists



Listening. Learning. Leading.®



*Since 1897,  
Church Mutual has been  
protecting America's  
worship centers.*

We also protect schools, camps and conference centers and senior living facilities. Regardless of the type of organization we're working with, our role extends far beyond protecting buildings and property. We're keenly aware that we're also protecting people. That's why we're committed to helping you do all you can to keep them safe.

Helping prevent injuries due to poor workplace ergonomics is just one of the many ways we can work together to protect people. We hope you take the following tips into consideration to assure the well-being of those who do so much for the good of your organization.





## *The Cost of Poor Ergonomics*

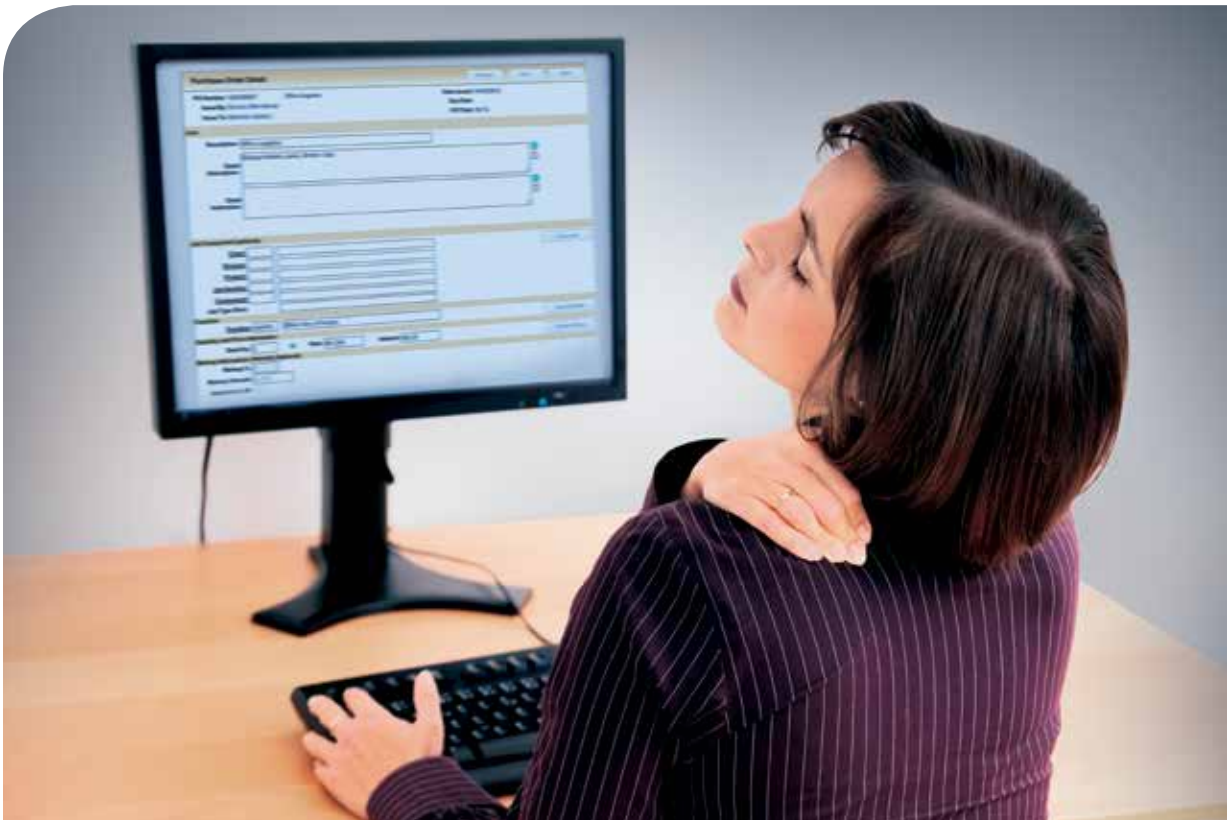
In a five-year period, Church Mutual paid nearly \$7 million in claims related to reaching, repetitive motion and twisting. Many of them were the result of improper workplace ergonomics, making them preventable.

Many Church Mutual customers have offices in which employees and volunteers sit, while working at computers, for long periods of time. The frequency and duration of time spent at a workstation can increase the instances of injury, which can include:

- Carpal tunnel syndrome
- Lower back pain
- Tendinitis
- Vision problems
- Headaches

According to the Occupational Safety & Health Administration (OSHA), “ergonomics is the science of fitting workplace conditions and job demands to the capabilities of the working population. Effective and successful ‘fits’ assure high productivity, avoidance of illness and injury risks and increased satisfaction among the workforce.”

The following checklists provide an easy way for you to improve ergonomics at your facilities, helping prevent pain, injury and lost work time.





## *Improving Workstation Ergonomics*

The following checklists were designed to help you prevent injuries due to poor workplace ergonomics. Use them to conduct assessments of each employee and volunteer workstation. Then take actions to make necessary improvements.

Be sure to keep the following general considerations in mind:

### ***One size does not fit all.***

Many recommendations are about positioning workstation items at a place that's easy for the employee or volunteer to access. If multiple people are using the same workstation and they are different in size, the workstation must be adjusted each time it is used.

### ***Flexibility and adaptability are a must.***

As humans, we need to vary our postures throughout the day. Even when a workstation is well designed, static posture may be problematic. So in addition to adhering to the following checklists, encourage employees and volunteers to move frequently by taking breaks to get up and walk around.

### ***Share this information with everyone in your organization.***

To download copies of this brochure at no cost, customers can visit our website at [www.churchmutual.com](http://www.churchmutual.com) and click Safety Resources. You will also find additional workplace ergonomics materials, including a poster and a stand-alone checklist for use with each of your office workers.





# General Workstations

Most standard desk workstations include a computer, monitor, keyboard, mouse, telephone and other accessories. Ensuring these items are properly positioned and in good working condition is a key component to ergonomics. Here is a basic checklist to help make sure you're on track.

	OK	Needs Attention	Action to be taken
Is the workstation organized in such a way that twisting and reaching are minimized?	<input type="radio"/>	<input type="radio"/>	_____
Is there adequate desk space to perform required job tasks, such as writing and reading?	<input type="radio"/>	<input type="radio"/>	_____
Are the workstation, components and accessories (e.g., telephones, monitors, keyboards, etc.) maintained in serviceable condition?	<input type="radio"/>	<input type="radio"/>	_____
Is the workstation environment equipped with adequate lighting, noise control and temperature/ventilation?	<input type="radio"/>	<input type="radio"/>	_____
Are heavy resources (e.g., binders, textbooks, etc.) easily accessible without reaching or bending?	<input type="radio"/>	<input type="radio"/>	_____
Are electrical/data/telephone cords secured away from possible catch points, such as desk drawers and chair legs?	<input type="radio"/>	<input type="radio"/>	_____
Is the telephone positioned so that twisting and/or reaching is not required to access it during periods of high usage?	<input type="radio"/>	<input type="radio"/>	_____
Is a hands-free telephone headset used when both hands are needed for long periods of time?	<input type="radio"/>	<input type="radio"/>	_____

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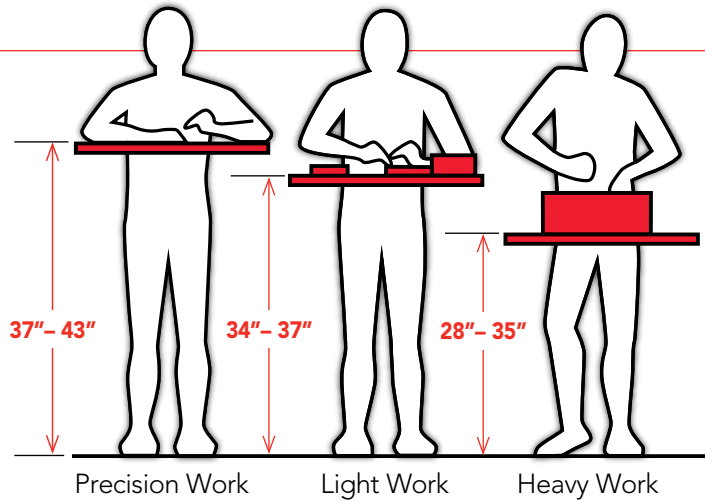


## Basic Standing Workstation Postures

### Height Requirements for Various Tasks

Different tasks require different work surface heights.

Source: National Institute for Occupational Safety and Health (NIOSH)



### Standing Workstation Requirements

#### Head and Neck

- Avoid situations that require twisting the neck or bending it forward, backward or to the side

#### Back

- Stand straight — avoid situations that require bending (forward or backward), leaning to the side or twisting
- A support stool can allow for changes in posture
- For work performed while sitting, a backrest on the stool will help maintain proper posture

#### Feet and Legs

- Placing a foot on a footrest or other support will promote comfort
- Provide toe space to allow workers to stand closer to counters to help avoid reaching
- Good quality anti-fatigue mats can also reduce back and leg fatigue

#### Shoulders and Arms

- Keep shoulders relaxed — not "shrugged up" or "slumped down"
- Keep elbows close to body
- Keep work at elbow height

#### Hands and Wrists

- Keep the hands straight and in line with the forearms — avoid twisting the hands
- Avoid working with wrists pressed against sharp or hard edges

Source: National Institute for Occupational Safety and Health (NIOSH)

Make sure all employees and volunteers who use a standing workstation are aware of proper posture to help avoid injury.



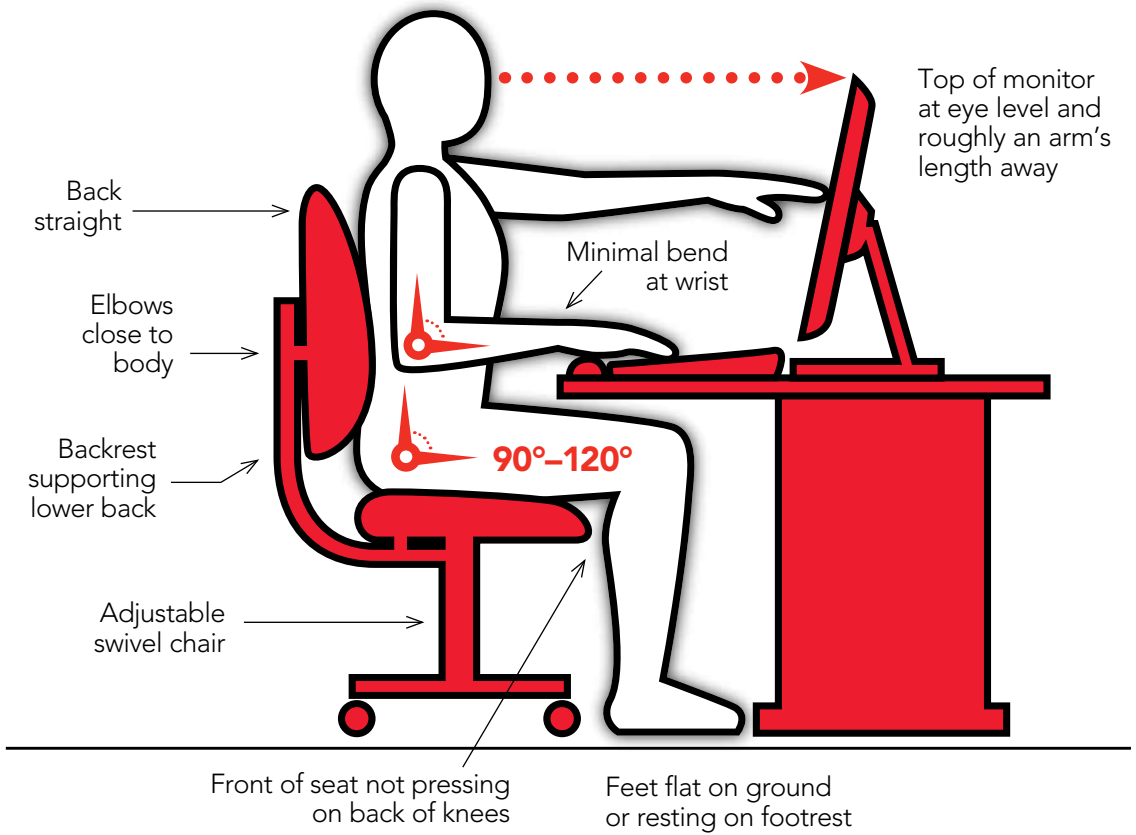


## Basic Sitting Workstation Postures

### Sitting Workstation Requirements

By adhering to these simple guidelines, you can help decrease pain and injury.

Source: U.S. Dept. of Labor – Occupational Safety & Health Administration (OSHA)







## Proper Seating

A study conducted at the Work and Health Research Centre at Loughborough University found that during a typical work week people spend an average of five hours and 41 minutes per day sitting at their desk. When sitting for such a prolonged time, bodies must be positioned properly to avoid injury. Follow these tips and refer to the illustration to the left to help keep your workforce pain- and injury-free.

	OK	Needs Attention	Action to be taken
Are forearms, wrists and hands relaxed with elbows and forearms working at a 90- to 120-degree angle?	<input type="radio"/>	<input type="radio"/>	_____
Are elbows level with the work surface?	<input type="radio"/>	<input type="radio"/>	_____
Is the small of the back supported comfortably by a lumbar support or similar ergonomic accessory?	<input type="radio"/>	<input type="radio"/>	_____
Is the chair able to tilt back and forth, providing the user with adequate range of motion?	<input type="radio"/>	<input type="radio"/>	_____
Is the user able to recline to a 15-degree angle?	<input type="radio"/>	<input type="radio"/>	_____
Can the chair roll to the workstation without the armrests blocking the way?	<input type="radio"/>	<input type="radio"/>	_____
When the user is seated in the chair, do casters roll easily in all directions?	<input type="radio"/>	<input type="radio"/>	_____
Is the seat bottom sized correctly to provide the user with adequate posture support?	<input type="radio"/>	<input type="radio"/>	_____
When the user sits against the backrest, is there at least a 2-inch space between the edge of the chair and the back of the knees?	<input type="radio"/>	<input type="radio"/>	_____
Do feet rest flat on the floor, or are they supported by a stable footrest?	<input type="radio"/>	<input type="radio"/>	_____

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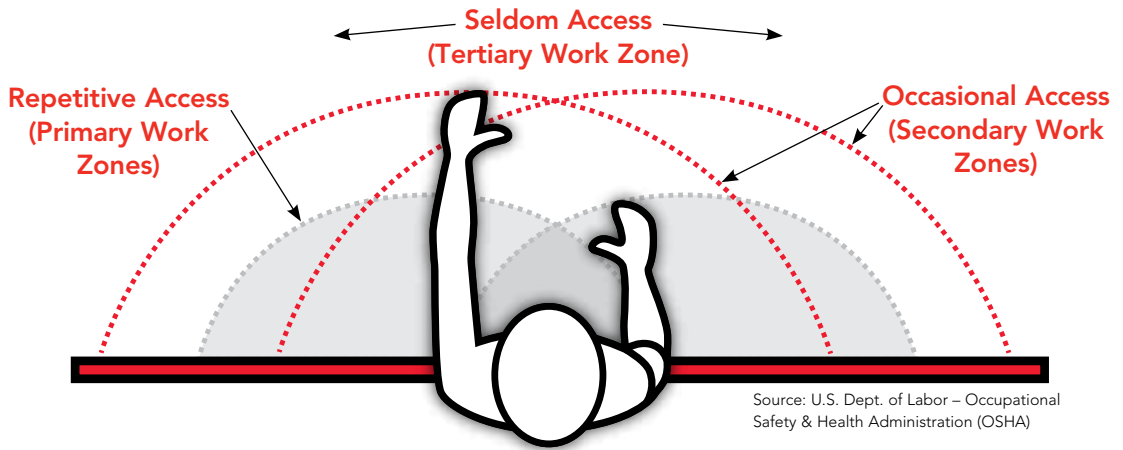
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## Proper Placement of Equipment and Accessories can Help Prevent Injury

Place items that are frequently used in the primary work zones, items that are occasionally used in the secondary work zones and those that are seldom used in the tertiary work zone.



## Keyboard and Mouse Positioning

Follow these simple guidelines to help prevent injury among those who spend many hours a day at a keyboard.

	OK	Needs Attention	Action to be taken
Are the keyboard and mouse directly in front of the user, facilitating a relaxed posture for keying?	<input type="radio"/>	<input type="radio"/>	_____
Are elbows bent at a 90- to 120-degree angle while typing/using the mouse?	<input type="radio"/>	<input type="radio"/>	_____
Are wrists in a neutral position with minimal bend while typing/using the mouse?	<input type="radio"/>	<input type="radio"/>	_____
Are wrists and forearms held above the work surface (not resting on it) while typing/keying/using the mouse?	<input type="radio"/>	<input type="radio"/>	_____
Is the mouse positioned so the user does not need to reach to operate?	<input type="radio"/>	<input type="radio"/>	_____
Are arm and wrist exercises incorporated into daily routines to increase blood flow and reduce possible cramping, tingling or numbness in wrists/arms?	<input type="radio"/>	<input type="radio"/>	_____



# Monitor Positioning

Sore necks, strained eyes and headaches are just a few of the symptoms of improper monitor positioning. Follow these tips to help prevent them.

	OK	Needs Attention	Action to be taken
Is the user positioned so there is no need to lean forward or backward to view the screen?	<input type="radio"/>	<input type="radio"/>	_____
Are monitors positioned directly in front of the user and 20 to 30 inches (or an arm's length) from the user?	<input type="radio"/>	<input type="radio"/>	_____
<i>Note: If dual monitors are used — one as the primary and one as the secondary — the primary monitor should be positioned directly in front of the user with the secondary monitor next to the primary at a 30-degree angle.</i>			
Are the tops of the monitors at or 1 inch below eye level?	<input type="radio"/>	<input type="radio"/>	_____
If the user wears transitional or bifocal lenses to see the screen, is the monitor height adjusted so the user does not have to tilt the neck in an awkward position?	<input type="radio"/>	<input type="radio"/>	_____
Is the screen free of glare that might cause eyestrain?	<input type="radio"/>	<input type="radio"/>	_____
Does the user rest eyes and blink periodically to reduce eye fatigue and dryness?	<input type="radio"/>	<input type="radio"/>	_____
Is the monitor positioned such that the user does not have to tilt the neck upward or to the side to view the screen?	<input type="radio"/>	<input type="radio"/>	_____
Is the document holder placed next to the monitor and at eye level?	<input type="radio"/>	<input type="radio"/>	_____
<i>Note: For dual monitors that are used equally, the document holder should be centered between the two monitors and directly in front of the keyboard. When using one of the dual monitors as the primary monitor, the document holder should be level with the primary monitor.</i>			
If dual monitors are used equally, are they placed at the same height and aligned with the keyboard in the center?	<input type="radio"/>	<input type="radio"/>	_____
<i>Note: If one monitor is used as the primary, the keyboard should be placed in front of that monitor rather than centered between the two monitors.</i>			

Notes: \_\_\_\_\_

## *Additional Safety Resources*

We hope you, your employees and your volunteers find these safety tips helpful. Customers can download this booklet, separate checklists and an ergonomics poster at no cost by visiting [www.churchmutual.com](http://www.churchmutual.com) and clicking on Safety Resources.

In addition to materials relating to workstation ergonomics, you'll find a variety of other safety materials on a wide range of topics, free of charge, including:

- Activity safety
- Background screening
- Buildings and grounds
- Child and youth sexual abuse prevention
- Crime prevention
- Electrical safety
- Emergency preparedness
- Fire prevention
- Food safety
- Mission trips
- Playground safety
- Transportation
- Weather risks
- Workforce management
- Workplace safety
- General risks



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3000 Schuster Lane | P.O. Box 357 | Merrill, WI 54452-0357 | (800) 554-2642 | [www.churchmutual.com](http://www.churchmutual.com)

For more information, contact [info@churchmutual.com](mailto:info@churchmutual.com).

Para obtener asistencia inicial en español puede telefonar al (800) 241-9848 o enviar un correo electrónico a la dirección [espanol@churchmutual.com](mailto:espanol@churchmutual.com).

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