



Insurance Recruiting Specialists Ergonomic Training Program

- Working in an office can be just as dangerous as operating heavy equipment
- 90% of injuries can be prevented by applying proper behavior
- Two main factors that could result in injury,
 - Quality of positioning
 - Quantity of work and/or extensive repetitive motion

Proper Behavior & Prevention Tips

- Sit in a relaxed neutral working position with both feet on the floor
- Be sure to have appropriate office equipment, such as adjustable chairs and wrist rest by your keyboard and mouse
- Eliminate reaching as much as possible but don't constrict your muscles causing them to tense up
- Take a break at least every 2 hours and regulate yourself; don't push excessively
- Sit up straight and use the back of your chair to support your body
- When typing from a document make sure the document is equal distance and height from you as your monitor is.
- To avoid carpal tunnel, keep wrists straight and arms parallel to the floor
- Be aware of excessive keyboard use and pace yourself

Notice Discomfort

- At first sign of discomfort, take a break every hour for at least 5 minutes to stretch any tense muscles
- Decrease use of any hand that may hurt
- Seek an optometrist first if headaches or stomach aches occur
- Contact an IRS Staff Representative with any workplace issue that causes discomfort or does not comply with ergonomic standards and guidelines

Please review the following checklist. This checklist can help you create a safe and comfortable computer workstation during your assignments with IRS. If there are any questions or concerns please contact an IRS Representative.



Ergonomic Standards and Guidelines:

<u>WORKING POSTURES</u>	
The workstation is designed or arranged for doing computer tasks so it allows your :	
A. Head and neck to be upright, or in-line with the torso (not bent down/back).	
B. Head, neck, and trunk to face forward (not twisted).	
C. Trunk to be perpendicular to floor (may lean back into backrest but not forward).	
D. Shoulders and upper arms to be in-line with the torso, generally about perpendicular to the floor and relaxed (not elevated or stretched forward).	
E. Upper arms and elbows to be close to the body (not extended outward).	
F. Forearms, wrists, and hands to be straight and in-line (forearm at about 90 degrees to the upper arm).	
G. Wrists and hands to be straight (not bent up/down or sideways toward the little finger).	
H. Thighs to be parallel to the floor and the lower legs to be perpendicular to floor (thighs may be slightly elevated above knees).	
I. Feet rest flat on the floor or are supported by a stable footrest.	
<u>SEATING</u>	
Consider these points when evaluating the chair:	
A. Backrest provides support for your lower back (lumbar area).	
B. Seat width and depth accommodate the specific user (seat pan not too big/small).	
C. Seat front does not press against the back of your knees and lower legs (seat pan not too long).	
D. Seat has cushioning and is rounded with a "waterfall" front (no sharp edge).	
E. Armrests, if used, support both forearms while you perform computer tasks and they do not interfere with movement.	
<u>KEYBOARD/INPUT DEVICE</u>	
Consider these points when evaluating the keyboard or pointing device. The keyboard/input device is designed or arranged for doing computer tasks so the:	
A. Keyboard/input device platform(s) is stable and large enough to hold a keyboard and an input device.	
B. Input device (mouse or trackball) is located right next to your keyboard so it can be operated without reaching.	
C. Input device is easy to activate and the shape/size fits your hand (not too big/small).	
D. Wrists and hands do not rest on sharp or hard edges.	



<u>MONITOR</u>	
Consider these points when evaluating the monitor. The monitor is designed or arranged for computer tasks so the:	
A. Top of the screen is at or below eye level so you can read it without bending your head or neck down/back.	
B. User with bifocals/trifocals can read the screen without bending the head or neck backward.	
C. Monitor distance allows you to read the screen without leaning your head, neck or trunk forward/backward.	
D. Monitor position is directly in front of you so you don't have to twist your head or neck.	
E. Glare (for example, from windows, lights) is not reflected on your screen which can cause you to assume an awkward posture to clearly see information on your screen.	
<u>WORK AREA</u>	
Consider these points when evaluating the desk and workstation. The work area is designed or arranged for doing computer tasks so the:	
A. Thighs have sufficient clearance space between the top of the thighs and your computer table/keyboard platform (thighs are not trapped).	
B. Legs and feet have sufficient clearance space under the work surface so you are able to get close enough to the keyboard/input device.	
<u>ACCESSORIES</u>	
Check to see if the:	
A. Document holder, if provided, is stable and large enough to hold documents.	
B. Document holder, if provided, is placed at about the same height and distance as the monitor screen so there is little head movement, or need to re-focus, when you look from the document to the screen.	
C. Wrist/palm rest, if provided, is padded and free of sharp or square edges that push on your wrists.	
D. Wrist/palm rest, if provided, allows you to keep your forearms, wrists, and hands straight and in-line when using the keyboard/input device.	
E. Telephone can be used with your head upright (not bent) and your shoulders relaxed (not elevated) if you do computer tasks at the same time.	
<u>GENERAL</u>	
A. Workstation and equipment have sufficient adjustability so you are in a safe working posture and can make occasional changes in posture while performing computer tasks.	
B. Computer workstation, components and accessories are maintained in serviceable condition and function properly.	
C. Computer tasks are organized in a way that allows you to vary tasks with other work activities, or to take micro-breaks or recovery pauses while at the computer workstation.	



I have read the IRS Ergonomic Program checklist and understand the ergonomic standards and guidelines. On each assignment I report to, I agree to contact an IRS Staff Representative with any workplace issue that fails to comply with the IRS ergonomic standards and guidelines. Insurance Recruiting Specialists pledges to make any workplace adjustments to ensure these standards have been met.

Employee Signature

Date

Print Name

IRS Representative Signature

Date

Print Name