

Office Ergonomics at 144 Oxford



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Ergonomics is the study of people’s efficiency in their working environment, and an ergonomist (pronounced like economist) designs or modifies work spaces to fit the worker, not the other way around, with the goal to eliminate discomfort and risk of injury at work.

What are the most common ergonomic risks for 144 Oxford employees?

Incorrect setup of workstations which can result in long term damage to the body in particular the eyes, wrist and back.

Incorrect lifting and manual handling of carrying boxes or bags which can occur at all levels of the organisation and across all business areas.

Ergonomic-related disorders



Cumulative trauma disorders (CTDs) – injuries suffered due to strain that develops, or accumulates, over time. E.g. lifting heavy boxes.



Repetitive strain injuries (RSIs) – repeating the same motions over and over. E.g. use of a computer mouse.



Musculoskeletal disorders (MSDs) – injuries affecting the muscles, bones, tendons, nerves, and tissues. E.g. walking distances in high heel shoes.

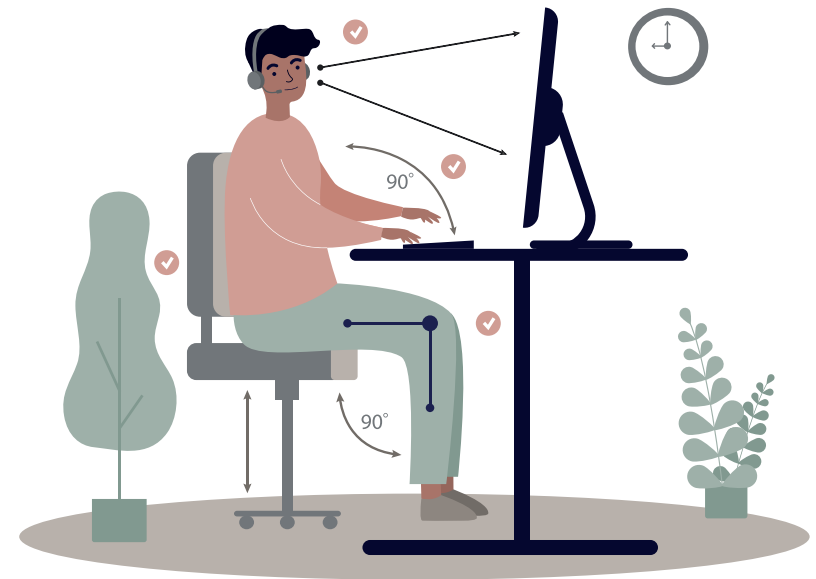
Prevention is better than cure – address possible ergonomic risks before it’s too serious

Risk factor	Solution
Repetition Making the same motion over and over.	Redesign task to reduce repetitions, increase rest time between repetitions and rotate among tasks with different motions.
Awkward Posture Prolonged bending, reaching, kneeling, squatting, or twisting any part of your body.	Redesign tasks, furniture, and equipment to keep the body in more “neutral” positions and minimize reaching bending and twisting.
Forceful Motion Excessive effort needed to do tasks such as pulling, pounding, pushing, and lifting.	Redesign tasks to reduce the exertion needed, assign more staff and use mechanical assists.
Stationary Position Staying in one position too long, causing fatigue in muscles and joints.	Redesign tasks to avoid stationary positions and provide opportunities to change position.
Direct Pressure Prolonged contact of the body with a hard surface or edge.	Improve tool and equipment design and provide cushioning material to eliminate pressure.
Vibration Using vibrating tools or equipment especially while being exposed to cold.	Insulate/protect the body from vibration and keep tools or equipment in good condition to reduce excessive vibration.
Extreme Temperature Extreme cold reduces feeling, blood flow, and strength, while excessive heat increases fatigue.	Control temperature where possible. Wear gloves and warm clothing when cold and provide breaks and fresh water in hot environments.
Work Stress Includes machine-paced work, inadequate breaks, monotonous tasks, multiple deadlines, poor work organisation, or poor supervision.	Establish reasonable workloads, provide sufficient breaks and vary tasks.

Practical guidelines

Ideal workstation layout

- Place computers or display units at arm's length (roughly 75 cm) directly in front of you above your keyboard
- The top line of text should be just below eye height
- Avoid tilting your head to view the screen
- Position the screen to eliminate glare from light sources and windows
- The display screen should be placed at a right angle to the window or wall
- Use a headset or speaker phone to eliminate cradling the handset
- Chair height should allow elbows to be horizontal with the keyboard, feet rest flat on the floor or on a footrest so your thighs are parallel to the floor, with the hips and knees horizontal

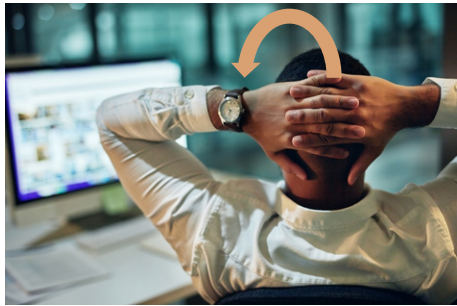


Lifting safely and effectively

- Lift heavy objects properly – use your legs, not your back
- Bend knees and hips only, and lift slowly by straightening them carefully
- Hold objects close to your body, keep an upright posture and look straight ahead and change direction with your feet, not body
- Set objects down slowly, again only bending your knees and hips
- Use a trolley if the object is too heavy
- Report any back problems to your supervisor



Stretch regularly to reduce muscle fatigue



Pull your head forward, chin into the chest, stretching the back of the neck



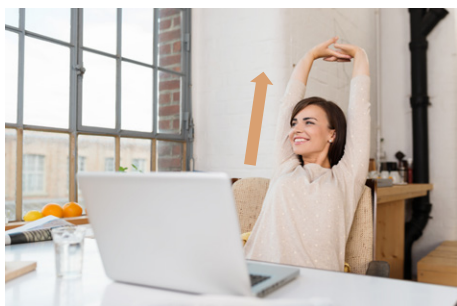
Clasp hands together, stretch arms and neck forward, feeling the stretch between the shoulder blades



Facing forward, pull ear down to shoulder, stretching the upper opposite shoulder and side of neck



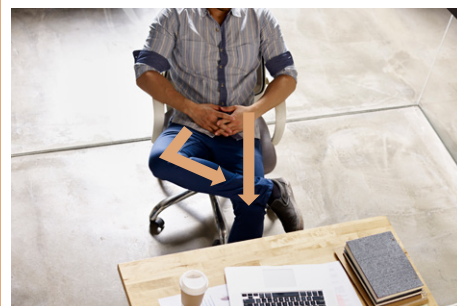
Clasp hands behind the head and push elbows backwards, stretching in-between anterior chest pecks



Clasp hands and stretch arms above head, stretching down the side of arms and chest



Stretch arm across the body at shoulder level, feeling the stretch at the back of the shoulder and upper arm



While seated, rest ankle onto opposite knee, then kneel forward at the hip, stretching the buttock and upper thigh



While seated, cross one leg over the other, pull knee towards opposite shoulder. Feel stretch the outside of the thigh



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Contact us

If you have any questions comments or feedback, email 144oxford@angloamerican.com