

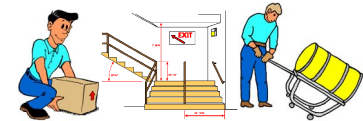


Safety Tips

A five-minute training series for PCOs.



Ergonomics



Webster's Dictionary defines ergonomics as "the applied science of equipment design in order to reduce operator fatigue and discomfort". One of the main advantages of ergonomics is your safety. Ergonomics has been engineered into most environments and equipment. However, each person must take advantage of it to maximize the purpose of ergonomics.

Ergonomics is responsible for many comforts and safety devices that we take for granted daily. Handrails for stairs and sidewalks are an example. The position of elevator buttons, pay phones, windows, desk heights, chair designs, TV stands, etc. are all designed to provide maximum comfort and ease.

Proper adjustment of the equipment is critical to take advantage of these comfort and safety advantages. As an example, your vehicle seat should be adjusted to provide proper posture and access to the vehicle's equipment without stretching or bending. This includes proper positioning of your mirrors to observe blind spots and traffic to the rear without bending or stretching.

Sometimes ergonomics cannot, or is not, incorporated into the layout or design of an environment or equipment. When this occurs, you are provided with additional equipment to compensate for these deficiencies. Examples include gloves, safety glasses, respirators, hard hats, lifts, dollies, hoists, etc.

For your safety and comfort, take advantage of ergonomic designs by:

- Adjusting equipment for your proper fit and use. This includes:
 - ◆ Your vehicle.
 - ◆ Your technical equipment.
 - ◆ Your personal protective equipment.
- Always use the equipment provided (handrails, device guards, barricades, etc.).
- Requesting any equipment needed that you do not have available.
- Inspecting your equipment and repair or replace any malfunctioning equipment.

**ERGONOMICS IS FOR YOUR EASE, COMFORT AND SAFETY.
USE THESE ENGINEERED FEATURES AND LIVE A SAFE AND PAIN FREE LIFE!**