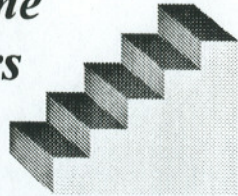


# Ergonomics Office Advisory



Think First!

Be careful on the stairs



## Lifting



If in doubt, don't do it!

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Don't clown

**Beware**  
What you are about to do may cause irreparable harm to yourself or that home computer, and the cost (both to you & your PC) may be more than you want to pay.

Long horizontal reaches cause MOMENTS - hold things close

Vertical movement means work

Don't put things on the floor or above your shoulders

Put things between knee and shoulder height



Don't twist or jerk while lifting, lift slooowly and smoothly

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Keep both feet on the ground, shoulder width apart - don't lose your balance

Get a good grip (or wear safety shoes) toes are too beautiful to be without

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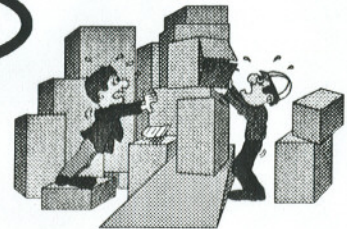
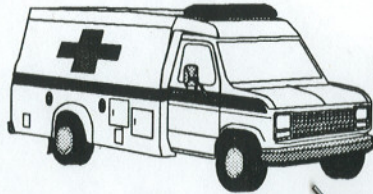
Gravity is your best friend and worst enemy - use a table or bench



If the thing you are thinking of lifting is big, bulky or heavy you should use a lifting aid or get help from another person - preferably a strong one.  
  
Be careful with computers, printers, fax machines, large boxes of paper, some chairs, most tables, desks and file cabinets.

Do you really want to hurt yourself?

Avoid slippery floors, tripping hazards and tight spaces



Read and circle every concept. Turn over the paper. List the gist of each idea and then add your own ideas.