



Environmental Health and Safety Newsletter

August 2024

Fitting the job environment to you

Improper workstation setup and work design issues can lead to serious MSDs, which are injuries or disorders of the muscles, nerves, tendons, joints, cartilage and spinal discs. If you are experiencing discomfort, look for ways to reduce the following risk factors in your job:

- Overexertion while lifting, lowering, pushing, pulling, reaching or stretching
- Repetitive motions
- Working in awkward positions
- Sitting or standing too long in one position
- Using excessive force

- Take frequent breaks – get up and stretch, walk around or change your scenery
- Vary the workday – if possible, try to space out different types of tasks
- When using a computer, follow the 20-20-20 rule - every 20 minutes, look at something about 20 feet away for at least 20 seconds
- Report pain or discomfort immediately – don't wait until it becomes serious, always inform your supervisor
- If you are a supervisor, be sure to monitor your employees and make sure they are taking necessary breaks
- Submit a request through our Safety Management System if you would like a workstation ergonomic evaluation

Overexertion and bodily reaction is the leading nonfatal injury event involving days away from work, representing 31% of all such injuries.
(Injuryfacts.nsc.org)

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Please share the safety talk, for the noted month, with your employees and sign off on this form. All others should read for themselves. Completed forms shall be kept on file by the department.