

**Laitram Machine Shop**

**Employee**

**Environmental Health & Safety**

**Handbook**

## **Management Policy Statement**

“The policy of this company is to conduct all phases of the business in a safe manner for the protection of the employees, other workers, and the general public. No job, large or small, is so urgent that it is to be conducted in an unsafe manner.”

- J.M. Lapeyre, 1987

People are our most important resource – their safety is our greatest responsibility. The Laitram Corporation has always made the well-being of its employees a top priority.

When a person is employed by our company, they should expect to be provided with a proper place in which to work, as well as proper machines and tools with which to do the job. In this way the employee can devote his or her energies without undue danger.

Only under such circumstances can the association between employee and employer be mutually profitable and harmonious. Our desire and intention is to provide a safe work place, safe equipment, proper materials, and to establish and insist that our employees follow safe work methods and practices at all times.

It is a basic responsibility for everyone to make safety a part of their daily, hourly concern. This responsibility must be accepted by everyone who conducts the affairs of the company, regardless of the capacity in which they function.

Accidents drain both human and monetary resources. Accidents result in pain, loss of income and inconvenience to injured employees and their families. For the corporation, accidents mean lost production time and increased workers' compensation costs.

The joint cooperation of employees and management in the observance of this policy will provide safe working conditions and accident-free performances to our mutual advantage.

Your well-being is important to me and to the success of our operations. Each of us must make a commitment to make this company a safe place in which to work.

I ask each of you to make safety an integral part of your daily activities, as well as for your full cooperation in making this policy effective.

J.M.Lapeyre, Jr.

## **Introduction**

Laitram Machine Shop recognizes the importance of environmental health and safety (EHS). We manage our operations to prevent injury to employees, the residents of our community and all visitors to our facilities. To that end, we strive to provide each employee a place of employment free from recognized hazards that are likely to cause physical harm.

EHS is an integral parts of our daily business functions. Management and Supervisors are responsible for ensuring employees are trained to perform work safely, to abate hazards, and to report and investigate accidents and potential hazards in the workplace.

To manage the EHS affairs of the business Laitram Machine Shop has developed the Laitram Machine Shop EHS Management System. The EHS Management System summary document and all related programs and procedures can be found on the Laitram Machine Shop EHS internal website. Employees are expected to participate in all phases of the EHS Management System and to conduct their daily tasks in a manner consistent with its objectives. Environmental health and safety stewardships are responsibilities that must be shared equally and without exception by each individual within the organization.

Following is a summary of key EHS Management System and Human Resource policies, procedures and guidelines of which you, as an employee of Laitram Machine Shop, need to be aware.

## **Drug and Alcohol Policy**

The success of the Company depends on the physical and psychological health of all employees. The abuse of drugs and alcohol poses a threat to the company, its employees, and the general public. Commonly abused or improperly used drugs and substances include, among others, alcohol, pain killers, sedatives, stimulants, and tranquilizers, as well as marijuana, cocaine, heroin and other illegal drugs. It is the responsibility of both the company and its employees to maintain a safe, healthful, and efficient working environment. For that purpose, we have adopted the following non-exclusive guidelines:

1. The possession, use or sale of unauthorized or illegal drugs, or the misuse of legal drugs on Company premises or while on Company business, while attending a Company function, or when operating a Company vehicle is prohibited and is cause for disciplinary action, including termination.
2. Any employee under the influence of illegal drugs or alcohol or misusing legal drugs on Company premises, while on Company business or when driving a Company vehicle will be subject to discipline, including termination.
3. Every employee taking prescription or nonprescription medication is required to report such use to his Supervisor if such use adversely affects his judgment, performance or behavior, or otherwise adversely affects his ability to safely perform his duties.

4. This policy also expressly prohibits the possession of any drug paraphernalia.
5. Employees convicted of illegal drug activity in the workplace must notify the company within 5 days of conviction.

The Company will utilize such procedures as it finds necessary to effectively enforce this policy including, but not limited to, the following:

- Pre-employment Drug Testing. Each applicant for employment will be required as a condition of employment to undergo a urine drug screen. An applicant will be ineligible for employment in the event of a positive test result.
- Post Accident Drug/Alcohol Test. Any employee injured in an incident/accident, involved in or causing an accident, involved in or causing a serious “near miss” or involved in or causing damage to company property may be required to pass a drug and an alcohol test.
- Reasonable Suspicion Testing. Each employee is subject to drug and/or alcohol testing if there is reasonable suspicion to believe that the employee is in violation of this policy.

Laitram Machine Shop may also conduct workplace searches when necessary to enforce this policy. Compliance with this policy is mandatory. Refusal by an employee to submit to testing is cause for disciplinary action including termination.

All drug tests are conducted in accordance with applicable law and every effort is made to maintain the confidentiality of drug and alcohol test results.

The Company maintains an Employee Assistance Program (EAP). We strongly urge you to use the program for help with alcohol or drug problems. No employee with alcohol or drug dependency will be disciplined or terminated due to a request for help in overcoming that dependency or because of involvement in a rehabilitation effort. If, however, an employee violates provisions of this policy, disciplinary action cannot be avoided by a request at that time for treatment or rehabilitation. It is each employee’s responsibility to seek assistance from the EAP before the problem affects judgment, performance or behavior.

## **Smoking Policy**

It is Laitram Machine Shop’s policy to provide a safe and healthy work environment, including the opportunity to work in a smoke-free setting. Our specific smoking policy varies slightly from building to building based on safety issues and other considerations. Throughout the Company, the following standards apply:

1. Smoking will not be allowed in conference rooms, bathrooms and other public areas.
2. Smoking is not allowed in any office areas or private offices.
3. We will make reasonable accommodations to non-smokers to insure that they can work in a smoke-free environment.

## **Disciplinary Action Policy**

Laitram Machine Shop has no wish to enforce harsh or unreasonable disciplinary measures, but we believe discipline is necessary in any well-managed organization. Any disciplinary action is taken only as a corrective measure and is not designed to humiliate or retaliate. In every case, the employee will be given ample opportunity to state their case and discuss their point of view. Following are examples of safety infractions that could result in disciplinary action:

1. Smoking in a non-smoking area.
2. Failure to wear required personal safety equipment (safety shoes, safety glasses, etc).
3. Disregarding common safety rules (horseplay, unsafe use of machinery).
4. Failure to report any work related injury, unsafe working condition or unplanned environmental release to your supervisor or lead person.
5. Use or possession of illegal narcotics or drugs.
6. Unauthorized possession or use of intoxicating beverages on Company premises, reporting to work under the influence of intoxicants, or operating any Company vehicles or equipment while under the influence or intoxicants.
7. Threatening, intimidating, coercing or physically assaulting another employee or visitor.
8. Disregarding EHS rules, which result in possible severe injury to you, another employee or members of the community in which we work.
9. Damaging, defacing or mishandling company property or equipment or the property of another employee.

## **First Aid Procedure**

Report all injuries, no matter how minor, to your supervisor or lead person immediately. Do not resort to self-treatment. There are first responders available to provide help. Laitram Machine Shop provides first aid cabinets for the treatment of minor injuries. Employees requiring more than first aid are referred to Ochsner Occupational Health for treatment and follow up. After hours and on weekends, Ochsner Hospital Emergency Room provides medical treatment.

### Louisiana based employees working off-site and outside the Greater New Orleans area:

If the injury requires more than first aid, go to the nearest emergency room.

Our Workers' Compensation Insurer is Travelers

- Policy number TWXJ-UB-9349B961-14
- Call the hotline at 800-832-7839 and report the incident.
- Notify Al Pulliam [al.pulliam@laitram.com](mailto:al.pulliam@laitram.com) or Darlene Daugherty [Darlene.daugherty@laitram.com](mailto:Darlene.daugherty@laitram.com) of the incident.

### Louisiana based employees, not residing in Louisiana is injured:

If the injury requires more than first aid, go to the nearest emergency room.

- If you reside in Florida, Massachusetts, Oregon, Virginia or Wisconsin, the policy number is TRJUB-9349B95-A, and you are to call Travelers Insurance at 800-832-7839 to report you are being treated.
- If you live in Washington, call the Department of Labor & Industry at 877-561-3453 and give your employer's name.

All other states not listed above, the policy number is TC2KUB-9349B90-0, and you are to call Travelers Insurance at 800-832-7839 to report you are being treated.

- Notify Al Pulliam [al.pulliam@laitram.com](mailto:al.pulliam@laitram.com) or Darlene Daugherty [Darlene.daugherty@laitram.com](mailto:Darlene.daugherty@laitram.com) of the incident.
- If you have any problems notify Renée Surgi at BancorpSouth Insurance Services, 504-212-4862.

It is mandatory to notify our workers' compensation carrier about work related injuries and illnesses.

## **Safety Guidelines**

The following general safety guidelines are applicable to all Laitram Machine Shop employees and contractors. They are based upon federal safety standards and the experience in general industry. Each employee should know and follow the guidelines applicable to their work assignments. If you do not understand a guideline in this book, ask your supervisor or lead person to explain the rule to you. The following guidelines are general in nature. A particular department may develop additional rules, depending on a specific known hazard particular to the operation.

### **General**

1. Wear appropriate clothing for the work you are doing. Under no circumstances should loose or torn clothing, loose jewelry, rings or loose watches be worn around machinery.
2. Learn the right way to do your job. If you do not understand something about your job, ask your supervisor or lead person.
3. Be alert while you are moving around on the shop floor. Stay in the aisles and do not take short cuts going to and from your work area. Do not run in the aisles or on stairs.
4. If you see a condition that you consider unsafe report it immediately. If you are not sure about what is safe and unsafe, ask your supervisor or lead person.
5. If you are injured report it to your supervisor or lead person immediately. There are employees trained in providing first aid.
6. Do not jump down from anything such as a table, a bench, a conveyor or a platform.
7. Obey warning tags and signs. They are there to point out hazards.
8. Avoid practical jokes and horseplay.
9. Eating is not allowed in manufacturing areas.

## **Walkways and Stairs**

1. Follow designated walkways when moving through various areas of the plants. Do not take shortcuts.
2. Before crossing roadways, be certain your path is clear of moving vehicles.
3. Use handrails when going up or down stairs.
4. Do not lean against or sit upon a permanent or temporary railing.
5. Walk, do not run. Running can cause injury not only to you, but also to others.
6. Walkways must be kept clear at all times. Access to fixed stairs, stairways, electrical switches, fire fighting, rescue or any emergency equipment must not be obstructed.

## **Housekeeping**

Good housekeeping helps make safe working conditions. All areas, including outside areas, should be kept as clean as the nature of the work allows but must be kept free and clear of debris, trash, scrap, spills or other materials that could create a health hazard or cause an accident.

1. Keep your work area clean at all times. Pick up after every job. Clean your area at the end of your shift.
2. Keep aisles clear for safe emergency passage.
3. Clean up scrap from machines. Do not allow scrap to accumulate on the floor or workbench.
4. Immediately clean up or cover with absorbents or other anti-slip material any slippery substances such as grease or oil when they are spilled.
5. Keep exits clear. Do not block fire doors or make them inoperative.
6. Keep stairways clear.
7. Throw all trash, refuse and scrap into the proper receptacles.
8. Throw oily rags and other flammable materials in the metal containers provided.
9. Store empty pallets laying flat. Do not stand them up or lean them against walls.



10. Do not store any materials in or near electrical switch boxes, transformers, or other electrical equipment.
11. Projecting nails are dangerous. Remove, re-drive or bend them over whenever found.

### **Personal Protective Equipment**

1. Personal protective equipment issued for your protection shall be used when required. You are responsible for the condition of your safety equipment. Inspect it before use. If any defects are found, report them to your supervisor or lead person immediately.
2. Laitram Machine Shop reimburses employees for the purchase of safety shoes for those employees who work in areas where protective footwear is required. Each employee is entitled to receive a reimbursement of up to \$75.00 per year or \$150.00 every two years. (Note: This is a reimbursement policy for the money an employee is actually out of pocket up to the stated amounts. This is not an annual allowance).
3. If you are not required to wear safety shoes, your shoes should meet the following requirements:
  - a. Low heeled. Heels should be stable.
  - b. The soles should be non-skid. Avoid wearing shoes with leather soles.
  - c. Toes and heels of shoes should be closed. Open-toed summer shoes are not allowed in shop areas.If you are in doubt, check with your supervisor or lead person.
4. Wear safety glasses as instructed and in areas posted as “Eye Protection Required”.
5. Laitram Machine Shop reimburses employees for the purchase of prescription eyewear for those employees who work in areas where prescription safety eyewear is required. Each employee is entitled to receive a reimbursement up to \$75.00 for prescription safety eyewear. Employees are entitled to receive this reimbursement once every three years, or when their prescription changes drastically. For more information refer to the Laitram Machine Shop EHS internal website.
6. Wear gloves when you have been instructed that they are necessary.
7. Wear hearing protection in areas posted as “Hearing Protection Required”.
8. Wear a shield or goggles when working with chemicals that could splash in your eyes.

## **Portable Ladders**

1. Never use a box, table, chair, pallet, wastebasket, etc., as a substitute for a ladder or work stand.
2. Inspect the ladder before use. If damaged, notify your supervisor or lead person immediately. Ladders with broken or missing steps or rungs, broken side rails, missing safety feet or other faulty equipment should not be used.
3. Use a ladder of sufficient length to reach your work.
4. Place ladders at a proper angle. The distance from the base of the ladder to the wall should be about  $\frac{1}{4}$  the length of the ladder. Place the ladder firmly on the ground or floor. Tie or secure the ladder at the top, and either tie or brace it at the base. Unless the area is guarded, rope off the area beneath the ladder and place warning signs.
5. When using extension ladders, tie the ladder rope around a rung. Be sure the pawls engage the rung securely. No extension ladder shall be extended its full length. There should be an overlap of at least four rungs. When raising and lowering an extension ladder, keep your hands on the rail and clear of the rungs in case the upper section fails.
6. Always face the ladder when ascending or when descending. Use both hands for climbing. Raise or lower tools or equipment with a hand line. Do not reach out more than an arm's length from a ladder.
7. Make sure your shoes are not greasy, muddy or slippery before you climb a ladder.
8. Only one person is allowed on a ladder at a time unless the ladder is specifically designed and approved for use by more than one person.
9. Do not use a ladder as a brace, skid, gangway or other purpose for which it was not designed unless specifically recommended by the manufacturer.
10. Do not use metal ladders or ladders with steel reinforcing when working around electrical equipment.

## **Hand Tools, Machines and Equipment**

1. Use the tools, equipment and machinery as instructed by your supervisor or lead person. Do not work on machines or use equipment until you receive the proper training.
2. Use the proper tools for the job.
3. Keep tools properly stored when you are not using them. When placing tools in a box or drawer, place them with points and cutting edges down to prevent injury when reaching for them.
4. Check your hand tools daily or before you use them. Do not use damaged, dull or worn out tools. Examples of damage include:
  - a. Cold chisels or star drills with mushroomed heads.
  - b. Screwdrivers with crooked shanks.
  - c. Tools with broken or missing handles.
5. Never use a piece of pipe to extend a wrench handle for leverage. The added strain may break the handle.
6. Do not use a portable electrical tool that does not have a three-prong electrical cord unless the tool is marked double insulated.
7. Check the cords on your electrical tools and equipment before use. Make sure there are no loose contacts, torn insulation or broken wires. Do not stretch cords or extension cords across aisles or areas where they may be cut or run over.
8. Follow the specific safety guidelines that have been written for each machine.
  - a. Secure long hair by tying it back or putting it under a cap or a net.
  - b. Focus on the job you are performing.
  - c. Do not disturb someone working on a machine unless special circumstances call for it.
  - d. Do not place food or drinks on or near a machine.
  - e. If you must stop before completing the job, turn the machine off.
  - f. Unplug machines before performing small repairs.
  - g. Report unsafe situations to your supervisor or lead person immediately. This includes broken machine parts, electrical cords and airlines.
  - h. If you remove a machine guard, replace it before the machine is operated.

9. Bench pedestal grinders must be fitted with a work rest. The work rest should be adjusted to 1/8 inch from the wheel. Tongue guards should be adjusted to ¼ inch. Bench grinders should also be fitted with a spindle guard and an eye shield before being used.
10. Check grinding wheels for cracks prior to installation.
11. When tightening the nut on a grinding wheel, tighten it only enough to hold the wheel firmly. If it is too tight, the strain may damage the wheel or associated parts.
12. When mounting a grinding wheel always use a clean, smooth blotter on each side of the wheel, under the flange.
13. After mounting a grinding wheel, stand to one side and out of danger for at least one minute while allowing the wheel to develop full operating speed. Do not apply the work until this speed has been reached and the wheel has been properly dressed. Under no condition shall the wheel revolve faster than the safe rpm shown on the label.
14. Never force work against a cold wheel. Apply it gradually, giving the wheel an opportunity to warm.
15. All hand grinders, portable saws, sanders, routers and other tools should be properly guarded.

## **Machine Guarding**

1. Whenever guards have been removed to perform repair work on a piece of equipment they must be replaced upon completion of the work and before operation.
2. All nip points, pinch points, chain sprockets, drive belts, shaft couplings, table saws, rotating machinery, and radial saws must be covered with properly fitted guards.
3. Authorized personnel may remove guards only for necessary servicing or adjusting of equipment. Willful alterations, mutilation, destruction or removal for any other purposes may be cause for disciplinary action.

## **Flammable Liquids/Chemical Storage and Use**

1. Read the Safety Data Sheet (SDS) before using the chemical. Safety Data Sheets (SDS) can be found on the EHS SharePoint site by using the link for SDS Pro. Know the hazards. Wear the proper protective equipment when using the chemical.
2. Flammable liquids present a serious fire hazard because they ignite easily, burn rapidly, and are difficult to extinguish. When possible, non-flammable liquids will be used in place of flammable liquids.
3. Approved safety cans shall be used for the safe handling and dispensing of flammable liquids.
4. Flammable liquid storage cabinets shall be used for storage of more than 10 gallons, but less than 50 gallons of flammable liquids. Flammable liquids will be limited to the minimum practical quantity required in work areas (one-day supply).
5. A solvent is a liquid that dissolves another substance. Most solvents are flammable or toxic or both.
6. Avoid eye and skin contact with any solvent. Wear eye protection and gloves when using or handling.
7. Avoid prolonged or repeated breathing of vapors or sprays from any solvent.
8. Do not work with any solvent in a confined space or area without mechanical ventilation or respiratory protection.
9. Keep solvent containers closed when not in use, and keep them away from sources of heat, fire or sparks.
10. Do not wipe your face with waste rags. Do not wash your hands with cutting oil compound, oil, kerosene or other solvents.
11. All chemical containers must be labeled. If a label becomes deteriorated, it must be replaced.
12. Report all spills to your supervisor and to the EHS Manager. All spills should be cleaned up as soon as possible.

## Fire Prevention

1. Review the Fire Prevention Program posted on the safety webpage.
2. Report all fires, no matter how small, to your supervisor or lead person.
3. Obey all rules, regulations and signs for fire safety, such as those controlling smoking, open flames and other sources of ignition, and those controlling the storage, handling and use of flammable liquids or other hazardous materials.
4. Practice good housekeeping. Do not let rubbish pile up anywhere indoors or outdoors.
5. Use electricity safely. Do not take chances with electrical cords or tools that are damaged or in poor condition.
6. Before an emergency occurs, know where your department goes when a fire/evacuation alarm is sounded.
7. If you use a fire extinguisher, immediately replace it with a new one. Report its use to your supervisor or lead person.
8. Do not use sawdust or shavings to catch oil drippings.
9. Keep fire extinguisher locations, exits and electrical switch panels clear of obstructions.

## Forklift Operations

1. **Only trained and qualified employees may drive a forklift.** You should not drive a forklift without proper training.
2. Inspect the forklift each day before operation. Report any unsafe conditions or defects to maintenance.
3. **You must fasten the seatbelt before operation.** When driving a forklift drive slowly and always look in the direction of travel.
4. When carrying a load, always keep the load as low as possible. Be sure the forks are properly spaced for the load and the load is balanced. Make sure the forks are properly inserted.
5. Sound your horn at all blind intersections to alert employees that you are in the area.
6. Do not allow employees to stand near the front or rear of your forklift.
7. Do not allow employees to stand on the forks. Do not use the forks to raise employees up to work in high areas.

8. Do not allow employees to stand between the load and the area where the load will be placed.
9. Do not allow employees to stand under an elevated load.
10. Do not put drinks or food on the forklift.
11. If you hit something, report it immediately to your supervisor or lead person.

## **Cranes**

1. **Only persons trained and qualified may operate a crane.** You should not operate a crane without proper training.
2. Inspect the crane each day before operation. Report any unsafe conditions or defects to your supervisor or lead person.
3. Inspect the sling/lifting device each day or before use. Make sure it is in good condition. Report any unsafe conditions or defects to your supervisor or lead person.
4. Make sure the load is properly hooked. If you have any doubt whether an item is properly hooked, ask your supervisor.
5. Make sure you do not stand under a load or carry a load over another employee's head. Move loads as close to the floor as possible.

## **Compressed Air**

1. Know the piping systems in your area and how to identify them for content and purpose.
2. The departments regulate use of compressed air to clean work areas. Where allowed, compressed air must be used with an approved nozzle that regulates the air down to 30 psi when the end is blocked.
3. Compressed air can be dangerous. Do not use it to blow chips or debris from your clothing. Air released at high pressure can cause injury.
4. Inspect air hoses before use each day. Report damage or leaks immediately to your supervisor or lead person.
5. Air hoses should be kept neatly coiled to prevent tripping hazards.
6. When leaving pneumatic tools for any length of time, disconnect the tool.
7. Wear eye protection when using pneumatic tools.

## **Burning and Welding**

1. Store gas cylinders capped, secured and in an upright position.
2. Do not place cylinders near a source of heat. Cylinders should be positioned where they cannot make contact with electrical equipment.
3. Remove combustible material from around the area before burning or welding.
4. Keep fire extinguishers near hot work at all times.
5. Never strike an electric arc on a cylinder.
6. All fuel gas and oxygen hose fittings should be wrench tight. Check fittings before use. Defective or leaking cutting torches or regulators should be taken out of service and reported to your supervisor or lead person.
7. Welders should wear a shield fitted with a filter glass of the proper shade. Eye protection should be used under the hood. Anyone holding or placing work for welders should wear flash goggles.
8. Before starting work, check:
  - a. Proper shade of welding lenses.
  - b. Cracks or light leaks in the shield.
  - c. Machine and material for proper ground.
  - d. Welding and ground leads for cuts or worn insulation.
  - e. Insulation on rod holder.
9. Rods should be removed from the rod holder when not in use.
10. Welding machines should be turned off when not in use.
11. When welding where other employees could be exposed, screen the arc to prevent flash burn.



## Office Ergonomics

Work related musculoskeletal disorders are associated with the following risk factors: repetitive motion, awkward or fixed postures, use of force, and insufficient rest breaks.

To achieve the most comfortable posture, adjust your workstation. The basic idea is to get comfortable, not just conform to a set of rigid rules.

### Desk/Workstation Chair

1. **Seat pan:** The seat pan should be at least 1 inch wider than your hips and thighs on either side. When seated, you should be able to place two fingers between the edge of the chair and the crease in your knee. When using a contoured chair, thighs should fit entirely within the contours of the seat pan.
2. **Height adjustments:** Adjust the height of the seat pan so that your thighs are parallel with the seat pan, your knees form a  $90^{\circ}$  angle, and your feet are firmly on the ground. In most cases there should be no need for you to use a footrest. Easy way to check the seat pan height – Stand and face your chair. The highest point of the seat pan should be just below your kneecaps.
3. **Backrest adjustments:** Adjust the backrest vertically so that it fits the hollow in your back. Adjust the backrest forward or backward so that your trunk and upper legs form an angle between  $94^{\circ}$  and  $115^{\circ}$ .
4. **Armrests:** Sit upright with your arms hanging loosely by your sides. Bend your elbows to  $90^{\circ}$  and adjust the armrests' height until they barely touch the undersides of your elbows. Remove the armrests from the chair if this level cannot be achieved, the armrests prevent you from getting close to your desk, the armrests force you to wing your arms out to use them, or if the armrests, in their lowest position, elevate your shoulders even slightly.
5. **Posture:** The actual sitting position depends on your personal habits. Learn and practice how to sit properly.
  - a. Maintain your back's three curves. Sit in a position so that a straight line can be drawn from your ears downward through your shoulders to your hips. Your shoulders should be relaxed, not slumped down, hunched up or bent forward.
  - b. Keep both feet on the floor. Sitting on your foot or crossing your legs can decrease the blood supply and compress nerves.

### **Work Surface/Keyboard/Mouse**

1. **Desk height:** Let your arms hang naturally at your sides and bring your forearms up until they are parallel with the floor. With the hands extending naturally from the wrists, move up to the keyboard. The hands should lay naturally on the home row of the keyboard with the wrists straight.
2. **Keyboard:** The keyboard should be close enough to you so that you maintain an elbow angle of  $90^{\circ}$  to  $100^{\circ}$ . Avoid using the “feet” to raise the number row higher than the letters.
3. **Mouse:** Your input device (mouse/trackball/digitizing tablet, etc.) should be at the same level and at approximately the same distance as your keyboard. Keep your input device as close to your keyboard as possible.

### **Monitor**

1. **Distance:** Position your monitor approximately an arm’s length away. Recognized distances are from 18 inches to 36 inches.
2. **Height:** Adjust the height of your monitor to where the top of the screen is at or just below eye level.
3. **Angle:** Computer screens should be tilted slightly backward, but not so much that the angle causes glare. The angle should be adjusted after distance and height has been adjusted. Screen angle should be  $10^{\circ}$  to  $20^{\circ}$ .
4. **Position:** Center your monitor directly in front of your keyboard. Place the monitor at a right angle to the window to reduce glare.

### **Workstation Accessories**

1. **Document holders:** If you are copying documents, use a document holder. The document holder should be the same height, angle and at the same distance as your monitor.
2. **Telephones:** Telephones should be placed within an arm’s reach when you are sitting at your desk. If you spend a lot of time on the telephone, use a headset.
3. **Frequently used items:** Place frequently used items within 10 inches of your seated position to minimize reaching.

## **Good Work Habits**

1. Maintain proper posture, paying careful attention to the position of your head, neck/spine, arms/wrists, hips/thighs and feet. Make sure the small of your back is supported, your shoulders relaxed, and that there is no pressure on your thighs.
2. Alternate between different postures on a regular basis.
3. When keyboarding, use minimum force while striking the keys.
4. Keep a neutral position where the forearms, wrists and hands are in a straight line.
5. Avoid awkward reaching for work accessories such as telephones and reference manuals.
6. Avoid resting elbows, forearms or wrists on hard surfaces or sharp edges.
7. Take frequent mini-breaks throughout the day to give joints and muscles a chance to rest and recover.
8. Alternate between work activities that use different muscle groups to avoid overuse. These are micro-breaks (less than 2 minutes) that change the use of a particular set of muscles.
9. Every 15 minutes give your eyes a break by closing them momentarily, gazing at a distant object and blinking frequently. Avoid staring at the screen.
10. Organize your workload to help even out busy and slow times.
11. Vary your tasks.
12. Sit back when you are thinking rather than staying hunched over your screen.

## **Proper Lifting, Pushing and Pulling**

1. Always ask for help when lifting, pushing or pulling an object that is too heavy or awkward to lift alone. Use assistive devices (carts, forklift) when available.
2. Keep the object to be lifted as close to your body as possible at all times during the lift.
3. Bend your knees with your feet placed in a good balanced position.
4. Keep your back in a neutral position. Look straight ahead during the lift if possible.
5. Tighten your stomach muscles without holding your breath.
6. Lift, push or pull in a smooth, continuous motion. Lift using your leg muscles.
7. Do not twist your back while lifting, pushing or pulling. If you must change direction, use your feet.

## **Working When Standing**

1. Work at a table that is at or slightly below your elbow height.
2. Avoid twisting your back and bending to reach for objects.
3. Keep your body close to the work. Do not work with your back bent forward and your upper body unsupported.
4. When reaching for something low, kneel down in order to keep your back in a neutral position. Avoid bending over from your waist.
5. Stand on a mat to reduce leg and back fatigue.
6. Prop your foot on a footrest to shift your body weight from one leg to the other. Alternate your feet throughout the work period.
7. Always face your work.

## **Working With Your Hands**

1. Avoid bending your hand backward or toward the palm.
2. Avoid twisting your wrist too far to either side.
3. Avoid pinching your fingers against your thumb. Use as much of your hand as possible when grasping.
4. Do not use the palm of your hand to press downwards.
5. Do not use your hand as a hammer.
6. Do not perform one job for a long time. Rotate jobs so that different muscle groups are used.