



ERGONOMICS

The word ergonomics is derived from the Greek words “ergon” for work and “nomos” for laws; ergonomics is the optimizing of the experience between human beings, and the designed objects and environments with which they interact. It is the relationship of humans with machines, in particular body posture in relation to engineering, and includes features such as chair design, tool design, positioning of dials, room layout, and computer interface which correspond to a healthy body form.

Body Positioning

Neutral body positioning is a comfortable working posture in which your joints are naturally aligned. Working with the body in a neutral position reduces stress and strain on the muscles, tendons, and skeletal system and reduces your risk of developing a musculoskeletal disorder (MSD). Maintain neutral body postures while working at a computer workstation by paying attention to the following considerations:

- Hands, wrists, and forearms are straight, in-line, and roughly parallel to the floor.
- Head is level, or bent slightly forward, forward facing, and balanced. Generally, it is in line with the torso.
- Shoulders are relaxed and upper arms hang normally at the side of the body.
- Elbows stay in close to the body and are bent between 90 and 120 degrees.
- Feet are fully supported by floor or footrest.
- Back is fully supported with appropriate lumbar support when sitting vertical or leaning back slightly.
- Thighs and hips are supported by a well-padded seat and generally parallel to the floor.
- Knees are about the same height as the hips with the feet slightly forward.



Regardless of how good your working posture is, working in the same posture or sitting still for prolonged periods is not healthy. You should change your working position frequently throughout the day in the following ways:

- Make small adjustments to your chair.
- Stretch your fingers, hands, arms, and torso.
- Stand up and walk around for a few minutes periodically taking breaks from computer work. Set a time to pop up periodically to remind you to take a mini-break.



Environment

Appropriately placing lighting and selecting the right level of illumination can enhance your ability to see monitor images. If lighting is excessive, or causes glare on the monitor screen, you may develop eyestrain or headaches; and you may have to work in awkward postures to view the screen. Ventilation and humidity levels in the office work environments may affect comfort and productivity.

- Arrange your office to minimize glare from overhead lights, desk lamps, and windows.
- Maintain appropriate air circulation.

Keyboards

Proper selection and arrangement of the computer keyboard helps reduce exposure to awkward postures, repetition, and contact stress.

- Put the keyboard directly in front of you.
- Your shoulders should be relaxed and your elbows close to your body.
- Your wrists should be straight and in-line with your forearms.



Monitors

Choosing a suitable monitor and placing it in an appropriate position helps reduce exposure to forceful exertions, awkward postures, and overhead glare. This helps prevent possible health effects such as excessive fatigue, eyestrain, and neck and back pain.

- Put the monitor directly in front of you and at least 20 inches away.
- Place the monitor so the top line of the screen is at or below eye level.

Mouse and Pointers

Pointing devices such as a mouse or pointer now come in many sizes, shapes, and configurations. In addition to the conventional mouse, there are trackballs, touch pads, finger tip joysticks, and pucks, to name a few. Selection and placement of a mouse/pointer is an important factor in creating a safe computer workstation.

- Keep the mouse/pointer close to the keyboard. Usually to the right or left side of the keyboard works best.
- Alternate hands with which you operate the mouse/pointer.
- Use keyboard short cuts to reduce extended use of the mouse/pointer.

Palm and Wrist Supports

Proper arrangement of the keyboard and mouse help create a comfortable and productive workstation. Wrist or palm rests can also increase your comfort. Proper use of wrist rests has been shown to reduce muscle activity and to facilitate neutral wrist angles, so consider using a wrist rest to maintain straight wrist postures and to minimize contact stress during typing and mouse activities.



Telephones

Telephones are key workstation components. However, excessive telephone use can cause the user to assume awkward postures.

- Use a speaker phone or head set for long conversations or during typing or mouse activities.
- Keep the telephone close enough to avoid repeated reaching.

REDUCING STRESS – ANXIETY MANAGEMENT

It's obvious that we live in a complicated world full of technological advances. Life is far more complicated, and stressful, than just a generation ago, and excessive stress has many negative health connotations, placing a heavy strain on the body and accelerating the aging process. With technology and the conveniences of modern life, we live in a stressful world. Additionally, our workplace has become an area full of technology and greater demands for productivity. This places increasing amounts of stress upon everyone. Some stress is normal and natural but many of us have too much stress.



Exercise is one of the best natural cures for stress, but unfortunately as stress levels increase many of us decrease exercise due to time constraints. Exercise causes the release of endorphins which have a healthy healing effect on both the mind and body, and helps to protect against the negative effects of stress.

Appropriate exercise varies by individual, but some exercise, any exercise, is far better than none. For some of us, simply walking at lunch is enough, while others may want more formal exercise such as aerobics classes, Yoga, or working out with a personal trainer. Exercise helps tame stress, period.

Anxiety management is a lot easier than some people realize. There are ways to help you cope with these common ailments.



1. **Write it down**-Keep a journal of how you are feeling and make sure to keep track of the time of day it is whenever you feel overly anxious or stressed out. Sometimes putting it all on paper will help you see what is causing the stress and then you can decide how to avoid stressful situations in the future.

2. **Evaluate your worries.** Analyzing your stressor is another great way to reduce stress. Doing this allows you to decide whether or not the problem you are dealing with is as big as you think it is. Sometimes when you have a chance to take a moment and analyze the situation you can decide which problems to tackle and how to properly deal with the issue.
3. **Trying to take on too much?** Are you the type of person who can't say no? When you try to take on too much, your body is not only fatigued, but is not performing at its best. Your mind may also feel drained. Only take on a certain number of tasks at once and try to learn ways to better manage your time.
4. **Self affirmation.** This is a wonderful stress reduction technique that has been used for centuries. Staying positive will boost your confidence and allow you to move forth.
5. **Do some deep breathing exercises.** When your body feels stressed out it automatically tenses up and this affects breathing. Try doing some deep breathing: close your eyes, and take slow, deep breaths—utilizing your diaphragm. This will bring instant relief to your mind and body.
6. **Do some exercises.** Walk or jog, or do various stretching and aerobic exercises. This will have a relaxing effect on your whole body, will keep you in better physical shape, will help you keep your weight under control, and all this in turn, will boost your mood and self-confidence.
7. **Envision calm surroundings.** When you feel overly stressed, take time out and visualize an event or place that made you feel calm. It can be a favorite beach vacation spot, lavish green gardens, or the mountains: this taking of a mini-break will help to put you in a relaxed state of mind.
8. **Make your own schedule for worrying.** Many anxiety sufferers worry excessively about future events that might never happen - there's no reason to worry about something that you have no control over. So, let go of the little worries that block your ability to see life more clearly.



If you find yourself stressed at work, you must take immediate action to let go of that stress. Find a quiet place to get away to try and utilize techniques to allow you to let go of the stress. Work to change your attitude about stress. Remember, your life and health are important and should be a priority.

Relax, listen to music, and concentrate on your breathing. These techniques will help you let go of your workplace stress.



Over the Edge

A quarterly publication for injury and illness prevention

Winter 2009

HAND WASHING

Proper hygiene is the number one defense against viruses. The American Society for Microbiology conducted an experiment to find out how many people who said they washed their hands after using a public restroom actually did so, and discovered that only two-thirds were following through. Those who don't wash their hands are potentially spreading viruses and bacteria.

The risks of poor hand hygiene don't stop in the restroom. Microbes carrying cold and influenza can lurk for days on door handles, light switches, desks *and computer keyboards*. Then one touch to the nose or mouth, and a person may become ill. It is a vicious cycle that can quickly escalate to an epidemic. Symptoms can be hard on a healthy adult, but for children, the elderly and people with compromised immune systems, they can be deadly.

Hand washing by students, volunteers, and employees can protect everyone from disease, reduce absenteeism and "presenteeism" (sick people coming to work), increase productivity, protect funding in schools and help contain escalating group health insurance premiums.

How to wash your hands. It's generally best to wash your hands with soap and water. Follow these simple steps:

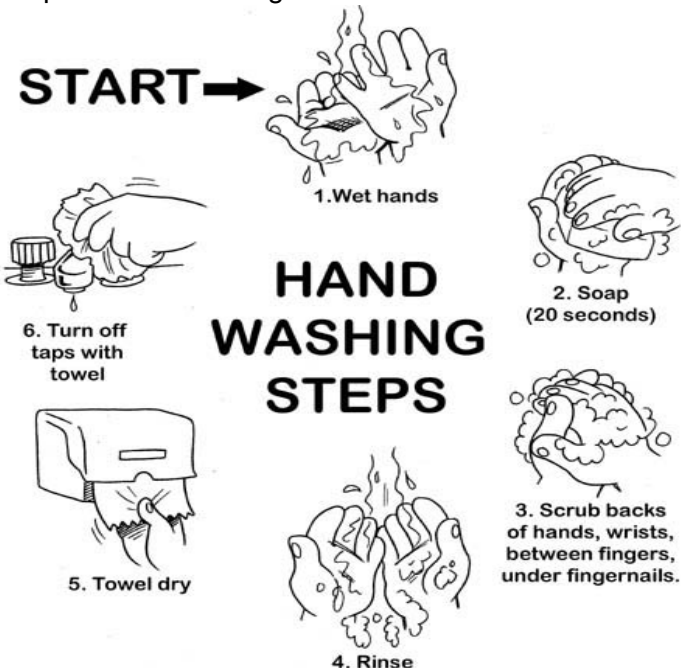
- Wet your hands with running water.
- Apply liquid, bar or powder soap.
- Lather well.
- Rub your hands vigorously for at least 20 seconds. Remember to scrub all surfaces, including the backs of your hands, wrists, between your fingers and under your fingernails.
- Rinse well.
- Dry your hands with a clean, disposable towel or air dryer.
- If possible, use your towel to turn off the faucet.
- Keep in mind that antibacterial soap is no more effective at killing germs than is regular soap. Using antibacterial soap may even lead to the development of bacteria that are resistant to the product's antimicrobial agents — making it harder to kill these germs in the future.

When to wash your hands? As you touch people, surfaces and objects throughout the day, you accumulate germs on your hands. In turn, you can infect yourself with these germs by touching your

eyes, nose or mouth. Although it's impossible to keep your hands germ-free, washing your hands frequently can help limit the transfer of bacteria, viruses and other microbes.

1. Always wash your hands before:
 - Preparing food or eating food or snacks
 - Treating wounds or giving medicine
 - Touching a sick or injured person
 - Inserting or removing contact lenses
2. Always wash your hands after:
 - Preparing food, especially raw meat/poultry
 - Using the toilet
 - Changing a diaper
 - Touching an animal or animal toys, leashes or waste
 - Blowing your nose, coughing or sneezing into your hands
 - Treating wounds
 - Touching a sick or injured person
 - Handling garbage or tools that could be contaminated, such as a broom or mop.
 - Of course, it's also important to wash your hands whenever they look dirty.

Officials from the Centers for Disease Control (CDC) hope hand washing becomes a habit. With the



H1N1 pandemic in full force and the flu season progressing, now is not the time for us to let our guard down when it comes to proper hand hygiene.



H1N1 AND SEASONAL FLU WHAT CAN I DO TO PROTECT MYSELF FROM GETTING SICK?

This season, there is a seasonal flu vaccine to protect against seasonal flu viruses and a 2009 H1N1 vaccine to protect against the 2009 H1N1 influenza virus (sometimes called "swine flu"). A flu vaccine is the first and most important step in protecting against flu infection.

For information about the 2009 H1N1 vaccines, visit <http://www.cdc.gov/h1n1flu/vaccination/>

For information about seasonal influenza vaccines, visit <http://www.cdc.gov/flu/protect/vaccine/>.

There are also everyday actions that can help prevent the spread of germs that cause respiratory illnesses like the flu. **Take these everyday steps to protect your health.**

Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue in the trash after you use it.



- Wash your hands often with soap and water. If soap and water are not available, use an alcohol-based hand rub.*
- Avoid touching your eyes, nose or mouth. Germs spread this way.
- Try to avoid close contact with sick people.
- If you are sick with flu-like illness, CDC recommends that you stay home for at least 24 hours after your fever is gone except to get medical care or for other necessities. (Your fever should be gone without the use of a fever-reducing medicine.) Keep away from others as much as possible to keep from making others sick.

Other important actions that you can take are:

- Follow public health advice regarding school closures, avoiding crowds and other social distancing measures.
- Be prepared in case you get sick and need to stay home for a week or so; a supply of over-the-counter medicines, alcohol-based hand rubs *(for when soap and water are not available), tissues and other related items could help you to avoid the need to make trips out in public while you are sick and contagious.

What is the best way to keep from spreading the virus through coughing or sneezing? If you are sick with flu-like illness, CDC recommends that you stay home for at least 24 hours after your fever is gone except to get medical care or for other necessities. (Your fever should be gone without the use of a fever-reducing medicine.)

Keep away from others as much as possible. Cover your mouth and nose with a tissue when coughing or sneezing. Put your used tissue in the waste basket. Then, clean your hands, and do so every time you cough or sneeze.

If I have a family member at home who is sick with 2009 H1N1 flu, should I go to work?

Employees who are well but who have an ill family member at home with 2009 H1N1 flu can go to work as usual. These employees should monitor their health every day, and take everyday precautions including covering their coughs and sneezes and washing their hands often with soap and water, especially after they cough or sneeze. If soap and water are not available, they should use an alcohol-based hand rub.* If they become ill, they should notify their supervisor and stay home. Employees who have an underlying medical condition or who are pregnant should call their health care provider for advice, because they might need to receive influenza antiviral drugs.

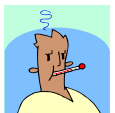
What is the best technique for washing my hands to avoid getting the flu?

Washing your hands often will help protect you from germs. CDC recommends that when you wash your hands -- with soap and warm water -- that you wash for 15 to 20 seconds.

What should I do if I get sick? For information about what to do if you get sick with flu-like symptoms this season, see <http://www.cdc.gov/h1n1flu/sick.htm>

What should I do if I have a fever? Fever can be one of the symptoms of a flu-like illness for many people. A fever is an oral temperature of at least 100 degrees Fahrenheit (37.8 degrees Celsius). Signs of a fever include chills, a flushed appearance, feeling very warm, or sweating.

Fever-reducing medicines typically contain acetaminophen (such as Tylenol) or ibuprofen (such as Motrin). These medicines can both help bring fever down and relieve pain.



To help avoid spreading the flu, if you have a fever, stay at home for at least 24 hours after you no longer have a fever or signs of a fever. However, if you're taking fever-reducing medicines, you cannot tell if your fever is truly gone. Therefore, when you start to feel better, increase the interval between doses of fever-reducing medicines and continue to monitor your temperature to make sure your fever does not return.



Over the Edge

A quarterly publication for injury and illness prevention

Spring 2010

MANAGING AND REDUCING STRESS



Stress is an everyday fact of life. When you have too much stress, or it lasts too long, it can be harmful. At work, unmanaged stress can lead to illness or injury, low productivity, and unsafe acts. But not all stress is bad. The best level of stress is that amount which improves a person's performance without causing harmful side effects.

You can manage stress and make it a more positive force in your life when you identify your stressors, understand them, and take charge of the stress by relieving or preventing it. Using alcohol or drugs will not help you manage your stressors. In some cases, it can add to your stress. In any stressful situation, you have choices. You can:

- **Accept it** - Some things are out of your control and all you can do is accept them and learn from them. Seek helpful advice or support from friends or coworkers.
- **Avoid it** - Stay away from recurring situations or sources of constant frustration. Remove yourself from the situation or rearrange your surroundings. For time related stress, plan ahead.
- **Alter it** - Communicate your feelings to your employer or supervisor. Change your feelings or ask someone else to change their behavior. Ask for help with your job or take advantage of the School District's Employee Assistance Program.
- **Adapt to it** - Learn to cope with the situation or look at it as an opportunity. Focus on the positive things in your life. Try to make time for the activities you enjoy. Maintain a healthy lifestyle including exercise, meditation, and a balanced diet.

It is important for everyone to recognize stressful jobs, situations, and signs of stress in themselves or in their coworkers before accidents, injuries, or violent incidences occur.

SAFE LIFTING TECHNIQUES



Back injuries account for about one in every five job-related injuries in California workplaces. Disabling back injuries are no laughing matter for workers who lose time from work or from personal activities. The sad truth is that most of the pain and lost time can be prevented if you are aware of how the back functions and how to lift safely to protect your back.

The back is a network of fragile ligaments, discs, and muscles which can easily be thrown out of order. The back's complex design breaks down when it's forced

to perform activities it was not designed to do. Lifting with the back twisted or bent just begs for a pulled muscle or ruptured disc. One sure way to risk injuring the back is to lift heavy or bulky loads improperly or unassisted. Never be afraid to ask for help with loads that you know you cannot lift safely. Lift with good sense and a little extra help from a co-worker or mechanical aid when necessary.



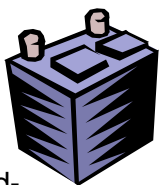
If you decide you are capable of lifting a light load, make sure you lift correctly.

- Move in, so that your feet are close to the base of the object to be lifted.
- Face the object squarely. Bend your knees and squat over the item to be lifted. In this position, the back gets added lifting strength and power from the legs and arms.
- Move up close to the item, because the backbone must act as a supporting column, and it takes the least strain close-in.
- Tilt the item on edge with its long axis straight up so that the center of the weight is as high as possible above the ground.
- Still squatting, the feet should be set with legs pointed right at the load, with the back straightened, the worker may then grasp the load with both arms and slowly stand up with it, pushing up with the leg muscles. If you can't lift slowly, you can't lift safely.

A good way to learn the right from the wrong way to lift is to practice lifting correctly a few times. You will notice that the correct way to lift is the easiest way to lift the load, with the least strain and awkwardness. To lift the wrong way will, over time, cause injury and pain. The back can be damaged quickly but can take a long time to heal.

BATTERY HANDLING SAFETY

Batteries are used to power our automobiles, trucks, tractors, and construction or power equipment. There are different types of batteries such as lead-acid batteries, gel cells, and lead-calcium batteries. Most batteries contain sulfuric acid and lead. Because batteries contain chemicals, chemical reaction by-products, and an electrical current they can pose a hazard to workers if not handled properly. Workers that operate, maintain, and recharge batteries should use caution.



Before working with a battery, you should have training in proper handling procedures. Consult the vehicle and battery owners' manuals for specific

instructions on battery handling and hazard identification. To avoid splashing acid in your face, wear personal protective equipment (PPE) such as chemical splash goggles and a face shield. Wear acid-resistant equipment such as gauntlet style gloves, an apron, and boots. Do not tuck your pant legs into your boots because spilled acid can form a pool in your boots.

Be aware of the chemical hazards posed by batteries. The sulfuric acid (electrolyte) in batteries is highly corrosive. Acid exposure can lead to skin irritation, eye damage, respiratory irritation, and tooth enamel erosion. Never lean over a battery while boosting, testing or charging it. If acid splashes on your skin or eyes, immediately flood the area with cool running water for at least 15 minutes and seek medical attention immediately.

Always practice good hygiene and wash your hands after handling a battery. If you handle the lead plates in a battery and don't wash your hands properly, you could be exposed to lead. Signs of lead exposure include loss of appetite, diarrhea, constipation with cramping, difficulty sleeping, and fatigue.

The chemical reaction by-products from a battery include oxygen and hydrogen gas. These can be explosive at high levels. Overcharging batteries can also create flammable gases. For this reason, it is very important to store and maintain batteries in a well-ventilated work area away from all ignition sources and incompatible materials. Flames or sparks could cause a battery to explode.

Before working on a battery, disconnect the battery cables. To avoid sparking, always disconnect the negative battery cable first and reconnect it last. Be careful with flammable fluids when working on a battery-powered engine. The electrical voltage created by batteries can ignite flammable materials and cause severe burns. Workers have been injured and killed when loose or sparking battery connections ignited gasoline and solvent fumes during vehicle maintenance.

Battery maintenance tools should be covered with several layers of electrical tape to avoid sparking. Place protective rubber boots on battery cable connections to prevent sparking on impact if a tool does accidentally hit a terminal. Clean the battery terminals with a plastic brush because wire brushes could create static and sparks. Always remove your personal jewelry before working on a battery. A short-circuit current can weld a ring or bracelet to metal and cause severe burns.

Batteries can be very dense and heavy, so use proper lifting techniques to avoid back injuries. Battery casings can be brittle and break easily; they should be handled carefully to avoid an acid spill.

Make sure that a battery is properly secured and upright in the vehicle or equipment. If a battery shows signs of damage to the terminals, case or cover, replace it with a new one. Finally, remember to dispose of old batteries properly.

SAFETY IS IN YOUR HANDS

Work can be hard on the hands. Along with the wear and tear of using tools and handling heavy, sharp-edged or coarse equipment, hands are exposed to weather, chemicals, dirt, solvents, fuels, grease, cutters, etc. While your hands are one of the most used part of the body, they are also the most mistreated. Many injuries to the hands can be prevented if you first think about what you're asking your hands to do then make sure they're protected.

Wear proper hand protection-Leather gloves can protect your hands in many jobs. They can provide protection when handling rough or abrasive materials and give you better gripping power. They can also protect hands from sharp objects, thorns, and cutting tools. Some gloves are especially designed to protect the hands from solvents, petroleum products, and many chemicals. To work best, gloves should fit correctly. Overly large gloves can interfere with work or get caught in moving parts, putting your hands in danger.



Hand protection can also include specific creams applied before work to guard against dermatitis causing grease, paint, chemicals, etc. A good hand lotion can soothe and moisten dry or cracked hands.

Keep hands out of harm's way-Recognize the hazards of the job whether working with sharp objects, cutting tools, chemicals, pinch points or rotating equipment. Follow safety procedures, even if you've gotten away with short cuts before. Even though a job may have its own hazards, basic safety principles should always be remembered.

- Think through each job before you do it, then work carefully and deliberately.
- Keep your hands away from rotating equipment and never use your hands to stop rotating parts.
- When lifting a load, check for protrusions, nails, splinters, screws, broken glass, etc.
- Watch your fingers and hands when lowering heavy loads; they could get pinched.
- Keep your hands away from loads being moved mechanically.
- Never use your fingers to test the temperature of gases, liquids or machinery.
- If you do injure your hand, get prompt treatment and report it to your supervisor.

Your hands are like finely crafted tools of amazing strength and dexterity. They are your most valuable tools. Protect them and keep them safe.





Heat Stress

When the body becomes over-heated, it is called heat stress. Heat stress can take on five basic forms -heat exhaustion, heat stroke, heat cramps, fainting, or heat rash.

Heat Exhaustion

Although not the most serious health problem, heat exhaustion is very common. Heat exhaustion happens when a worker sweats a lot and does not drink enough fluids or take in enough salt or both. The simple way to describe the worker is wet, pale (almost white), and weak.

Signs and symptoms

- Sweaty
- Weak or tired, possibly giddy
- Nausea
- Normal or slightly higher body temperature
- Pale, clammy skin (sometimes flushed)



What to do

- Rest in a cool place
- Drink an electrolyte solution, such as Gatorade or another sports drink. Avoid caffeinated beverages such as colas, iced tea or coffee.
- In severe cases involving vomiting or fainting, have the worker taken to the hospital.

Heat Stroke

Heat stroke is the most serious health problem for people working in the heat, but is not very common. It is caused by the failure of the body to regulate its core temperature. Sweating stops and the body cannot get rid of excess heat. Victims will die unless they receive proper treatment promptly.

Signs and symptoms

- Mental confusion, delirium, fainting, or seizures
- Body temperature of 106°F or higher
- Hot, dry skin, usually red or bluish color

What to do:

- Call 9-1-1 immediately and request an ambulance
- Move victim to a cool area
- Soak the victim with cool water
- Fan the victim vigorously to increase cooling

Heat Cramps

Heat cramps are painful muscle spasms. They occur when a worker drinks a lot of water, but does not replace salts lost from sweating. Tired muscles – those used for performing the work – are usually the most likely to have the cramps.

Signs and symptoms:

- Cramping or spasms of muscles
- May occur during or after the work

What to do

- Drink an electrolyte solution

- If the cramps are severe or not relieved by drinking a sports drink, seek medical attention.

Fainting (Heat Syncope)

Fainting usually happens to someone who is not used to working in the hot environment and simply stands around. Moving around, rather than standing still, will usually reduce the likelihood of fainting.

Signs and symptoms

- Brief loss of consciousness
- Sweaty skin, normal body temperature
- No signs of heat stroke or heat exhaustion

What to do:

- Lie down in a cool place
- Seek medical attention if not recovered after brief period of lying down

Heat Rash

Heat rash, also called prickly heat, may occur in hot and humid environments where sweat cannot evaporate easily. When the rash covers a large area or if it becomes infected, it may become very uncomfortable. Heat rash may be prevented by resting in a cool place and allowing the skin to dry.

Signs and symptoms

- Rash characterized by small pink or red bumps irritation or prickly sensation itching

What to do

- Keep skin clean and dry to prevent infection
- Wear loose cotton clothing
- Cool baths and air conditioning are very helpful
- Some over-the-counter lotions may ease pain/itching



Prevent Heat Stress Disorders

- Clothing: Wear loose-fitting, lightweight clothing, such as cotton, to allow sweat to evaporate. Light colors absorb less heat than dark colors. When working outside, wear a lightweight hat with a good brim to keep the sun off your head and face.
- Drinking: Drink plenty of liquids, especially if your urine is dark yellow, to replace the fluids you lose from sweating – as much as one quart per hour may be necessary. Water and/or sports drinks are recommended. Since caffeine is a diuretic (makes you urinate more), beverage such as cola, iced tea and coffee should be avoided. Thirst is not a reliable sign that your body needs fluids. When doing heavy work, it is better to sip rather than gulp the liquids.
- Acclimatization: New employees returning from an absence of two weeks or more should have 5 days to get used to the heat. Begin with 50 percent of the normal workload and time exposure the first day and gradually build up to 100 percent on the fifth day.
- Work Schedule: If possible, heavy work should be scheduled during the cooler parts of the day.

Temperature-Humidity Index

A useful guide to summertime comfort is the Temperature-Humidity Index (THI). To use the table, find out the temperature and relative humidity of the work area.

- Start at the temperature listed on the left, and read across to the number under the relative humidity level. This number is the Heat Index.

The values are for people wearing the right amount of clothing doing light work, with very little wind.

Drink plenty of fluids and be on the lookout for signs of heat stress.

You can access a calculator to determine the Heat Index (HI) at <http://www.weatherimages.org/data/heatindex.html>

The following chart shows the health risks as temperature and relative humidity rise.

The Heat Index																					
Air Temp (°F)	Relative Humidity (percentage)																				
	0	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	100
135°	120	126																			
130°	117	122	131																		
125°	111	116	123	131	141																
120°	107	111	116	123	130	139	148														
115°	105	107	111	115	120	127	135	143	151												
110°	99	102	105	108	112	117	123	130	137	143	150										
105°	95	97	100	102	105	109	113	118	123	129	135	142	149								
100°	91	93	95	97	99	101	104	107	110	115	120	126	132	138	144	150					
95°	87	88	90	91	93	94	96	98	101	104	107	110	114	119	124	130	136	140	150		
90°	83	84	85	86	87	88	90	91	93	95	96	98	100	102	106	109	113	117	122	126	131
85°	78	79	80	81	82	83	84	85	86	87	88	89	90	91	93	95	97	99	102	105	108
80°	73	74	75	76	77	77	78	79	79	80	81	81	82	83	84	85	86	87	88	89	90
75°	69	69	70	71	72	72	73	73	74	74	75	75	76	76	77	77	78	78	79	79	80
70°	64	64	65	65	66	66	67	67	68	68	69	69	70	70	70	70	71	71	71	71	72

- = Heatstroke risk extremely high
- = Heat exhaustion likely, heatstroke possible

- = Heat exhaustion possible
- = Fatigue possible

Office Safety-Ergonomics

Maintaining a healthy office environment requires attention to chemical hazards, equipment and workstation design, physical environment (temperature, humidity, light, noise, ventilation, and space), task design, psychological factors (personal interactions, work pace, job control) and sometimes, chemical or other environmental exposures.

Situations in offices that can lead to injury or illness range from physical hazards (such as cords across walkways, leaving low drawers open, objects falling from overhead) to task-related (speed or repetition, duration, job control, etc.), environmental (chemical or biological sources) or design-related hazards (such as nonadjustable furniture or equipment).

A well-designed office allows employees to work comfortably without needing to over-reach, sit or stand too long, or use awkward postures-correct ergonomic design. Equipment or furniture changes can be the best solution to allow employees to work comfortably or perhaps the task could be redesigned.

Maintain neutral body postures while working at a computer workstation by paying attention to the following considerations:

- Hands, wrists, and forearms are straight, in-line, and roughly parallel to the floor.
- Head is level, or bent slightly forward, forward facing, is balanced, and in line with the torso.
- Shoulders are relaxed and upper arms are normally at the side of the body.
 - Elbows stay in close to the body and are bent at 90°
 - Feet are fully supported by floor or, better yet, a footrest is used.
 - Back is fully supported - sitting vertical or leaning back slightly.
- Thighs and hips are supported by a well-padded seat and generally parallel to the floor.
- Knees are about the same height as the hips with the feet slightly forward.

