Classified Connection
Wednesday, November 08, 2006
8:30-10:00

Sherry Guequierre, Ernie Stracener, and Amy Stritzel presented on topics from the office of Risk Management and Safety.

- **Ergonomics in the Office**
  - Setting up your workstation
    - Chair Height
      - Elbows should be at a 90 degree angle
      - Hips should be at a 90 degree angle with the thighs parallel to the floor. A foot rest may be needed.
    - The keyboard and mouse should be close so you do not have to stretch or reach. The wrists should be relaxed. A wrist rest should not be used while keying but to rest in between keying.
    - Monitors
      - The top of the monitor should be slightly below eye level.
      - Documents should be at the height of the monitor.
      - Eliminate Monitor Glare
    - The telephone should be close to your non dominant hand, leaving your dominant hand free for writing.
    - Avoid reaching and twisting.
  - Vary your duties to avoid using the same muscles
  - Take frequent mini breaks
  - Use the 20-20-20 rule. Every 20 minutes focus on an object 20 feet away for 20 seconds.
- **Back Injuries**
  - Proper techniques for lifting heavy objects (Use your legs)
  - Proper techniques for picking up light objects (such as a piece of paper)
- **Chemical Inventory (MSDS – Material Safety Data Sheet)**
  - It is required that all offices have a MSDS for any chemical they have in their office.
  - Offices are no longer required to do an annual inventory of the chemicals in their offices. If you have a new chemical contact Risk Management for a MSDS prior to use.
- **Automated External Defibrillator (AED)**
  - There are 19 Automated External Defibrillators on campus
- **Winter Safety**
- **Risk Management and Safety Website**
  - Hold Harmless forms
  - Property loss
    - There has been an increase in theft from offices. Lock up your valuables.
    - If something is stolen contact the police immediately. You will need a police report
    - Contact Risk Management
  - Worker's Compensation
    - Work related injury or illness – report it to your supervisor, seek medical attention