

Job Hazard Analysis
University of Delaware
Department of Occupational Health and Safety

Job Title SHS Office Positions
Task Evaluated 1/27/04
Prepared By: Steve Grasson

Date _____
JHA# _____
Reviewed by _____

Approved by Supervisor
 Safety Chair

Chairperson/Director
 Occupational Health & Safety

<u>Job Description</u>	<u>Hazard Identification</u>	<u>Required Precautions</u>
Sitting at computer	Back Pain	Chair Seat Back : Make sure seat back supports inner curve of back
Sitting at computer	Back Pain	Seat Pan : Height so thighs are parallel to floor feet flat on floor
Sitting at computer	Back Pain	Seat Stand : Tilt to a comfortable level
Sitting at computer	Carpal Tunnel Syndrome	Arm Rests : Elbows on rest at 90 degree angle
Sitting at computer	Neck Pain and Eye strain	Place monitor directly in front of you 18" to 24" top of screen even with forehead
Sitting at computer	Eye strain	Monitor Glare Reduction - 90 degree angle, perpendicular to any window or in between and parallel to any light sources
Sitting at computer	Carpal Tunnel Syndrome	Keyboard Height - so forearms and wrists are in a straight line while typing Mouse - wrist straight, use whole arm movements, do not twist your shoulder
Sitting at computer	Various	See exercises from Occupational Health and Safety below.
Changing toner or developer cartridges on fax machines, copiers, or printers	Chemical irritation to skin or eyes	Read material safety data sheets. Wash hands after touching these materials. Do not rub eyes. Wear gloves if there is a chance of getting substance on your skin.
Sitting at desk	Eye strain, back pain	Get up and stretch every half hour. See below for exercises from Occupational Health and Safety.
Working with patients	Pathogens (Bacteria, viruses, etc.)	1. Never handle blood or body secretions, facial tissues or any object visibly soiled with blood or body secretions. 2. Get up and wash hands with soap and water or use antiseptic gel frequently whenever you have

		skin contact with a patient. 3. Do not touch mouth or eyes etc. during workday. Wash hands before eating.
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Exercises To Help Prevent Occupational Overuse

EYES...

Extended Focus: Every half hour look away from the computer screen and focus on an object at least 20 feet away. Look back at screen and then look away and focus again. Repeat three times.

Eye Rolls: Close your eyes and slowly roll your eyeballs clockwise all the way around. Repeat three times. Now rotate in the opposite direction.

FINGERS/HANDS...

Hand Expansions: Lift arms in front of you, keeping them close to the body. Slowly clench fists, open and spread fingers. Repeat 10-20 times. Lower arms and relax.



Finger Spreads: Rest forearms on desktop or thighs. Stretch fingers apart and as if trying to make them longer. Hold stretched for three counts then relax hand for the count of five. Repeat three times. Every 10 minutes.

Gentle Fists: After a half hour of continuous data entry, slowly stretch and extend your fingers and then close them into your palm three to five times. To develop muscles in hands and fingers, squeeze a rubber ball or gripper for 20 to 30 repetitions.

HEAD/NECK...

Head Bends: Tilt head, right ear to right shoulder, and straighten. Left ear to left shoulder. Repeat 6-10 times.

Head Rotations: With slight chin tuck, turn head to one side then to the other. Hold for the count of five at the end of each turn. Repeat five times in each direction. Every 20 minutes.



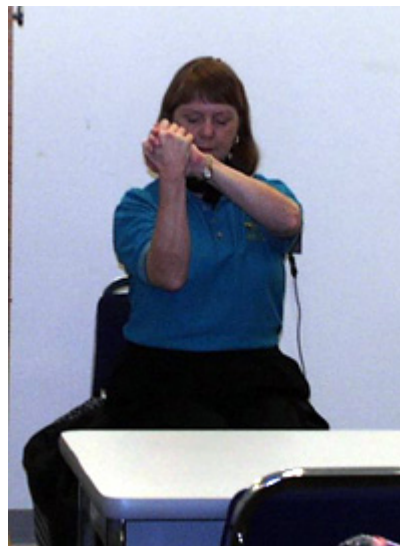
Chin Tucks: Sitting upright, looking straight ahead. Without looking down glide chin backwards to make a double chin. Hold for the count of five. Repeat five times. Every 20 minutes.

Forward & Back: Sitting upright with slight chin tuck, put hands on head with elbows forward. Bend head forward and allow the weight of the hands to add a little stretch. Take hands off head and tip head backwards as far as possible. Hold for the count of five at the end of each movement. Repeat five times in each direction. Every 20 minutes.

WRISTS...

Wrist Turns: Sitting upright with arms hanging loosely. Turn hands around one way until a gentle stretching is felt. Hold that position for the count of five. Repeat three times in each direction. Every 10 minutes.

Flexor Stretch: Hold one arm straight out in front, palm up. Hold the front of the fingers with the other hand. Keeping fingers straight bend the wrist back until a definite gentle stretch is felt in the forearm and wrist. Hold for 10 counts then relax stretch. Repeat three times. Every hour.



Extensor Stretch: Rest one elbow on desk top with the thumb of this near your nose. Resting the back of the first hand bend the first hand forward until a definite gentle stretch is felt over the back of the wrist. Hold for 10 counts then relax. Repeat three times. Every hours.

ARMS...

Forearm Turns: Hold arms vertical and straighten them. Hold the fingers slightly splayed and turn the arm gently both ways, holding for a few seconds at the extremes. Move the fingers apart at the ends of the turns.

Arm Shakes: Sitting upright, drop shoulders into a relaxed position. Let arms hang loosely. Gently shake wrist and arms for the count of five. Repeat three times. Every 10 minutes.

SHOULDERS...

Shoulder Circles: Sitting upright. Hang arms by sides. Roll shoulders in a backward direction. Repeat 10 times. Every 20 minutes.

Side Stretch with Head Turn: Sitting upright, chin tucked in, turn head a 1/4 turn to one side. Place the hand on that side on crown of head, hold seat with other hand. Bend head forward until a stretch is felt at the top of the shoulder blade. Hold for the count of five. Repeat five times each side. Every 20 minutes.



Shoulder Pulls: Put one hand on your opposite shoulder, pull shoulder forward and down, at the same time tilting your head away towards the free shoulder. 6-10 times. Repeat, using alternate sides.

Backward Stretch: Sitting upright with good lower back support, clasp hands together with arms straight above head. Keeping arms straight take them backward to stretch shoulders and upper back. Hold in stretched position for five counts. Repeat five times. Every hour.

Shoulder Bracing: Standing, clasp hands behind back. Brace shoulders back so that the shoulder blades move together. Hold at the limit of movement for five counts. Repeat five times. Every hour.

BACK...

Back Bending: Standing with feet 30cm (12") apart. Place hands on hips with fingers facing the center of back to support the lower spine. Bend backwards as far as possible. Hold in this position for 10 counts. Repeat five times.

Stand & Stretch: Stand up, raise arms above head and pull upward, hold for 10 counts. Repeat three times every two hours.

GENERAL...

Forward Lean: Rest elbows on the thighs near the knees. Let hands hang loosely. Relax shoulders. Breathe deeply in the base of the lungs. Stay relaxed in this position for 6-8 breaths. Repeat every 10 minutes.

*Published by Occupational Safety and Health. Part of the New Zealand Department of Labour.

*Exercises at Your Workstation, Krames Communications.

Questions regarding computer exercises may be addressed to Robin Elliott at RElliott@udel.edu or call 831-1435.



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