

# SAFETY IS YOUR JOB!

## Office Ergonomics

The goal is to keep our workers safe by promoting safety awareness. Many office injuries are caused from improper workstation position or repetitive motions that put additional stress on the head, neck, eyes, or forearms.

### Factors Leading to Ergonomic Injuries

- Poor workstation alignment
- Non-adjustable chair
- Improper lighting
- Static positions

### Prevention

- Adjust computer work station
- Maximize chair adjustments
- Take breaks; rest eyes
- Stretch and do exercises
- Avoid repetitive tasks

### Symptoms

- Pain in wrists or forearms
- Headache
- Eyestrain
- Shoulder and neck tension

### What to Do if Symptoms Occur

- Report to supervisor
- Ask for assistance with work station
- Take shorter, more frequent breaks

If you have any questions, or would like to learn more, please contact:  
[RM\\_SafetyInAction@dekalbcountyga.gov](mailto:RM_SafetyInAction@dekalbcountyga.gov) or call 404-371-4991#2

