SUBJECT BUSINESS BASICS

GRADE 7

TOPIC ERGONOMICS

WHAT IS ERGONOMICS

Ergonomics is the term which is used to describe the science of designing the

job, equipment, and workplace to fit the worker. Ergonomics reduce fatigue,

discomfort and injury.

Ergonomics looks at how the working environment such as furniture,

temperature, lighting, and fixtures affect the performance of the worker.

STANDARDS FOR CREATING AN ERGONOMICALLY FRIENDLY BUSINESS OFFICE.

**1**. **Layout and size (workplace design)**

The office should be designed to promote workers’ health, safety, comfort and efficiency. Offices should not be overcrowded and desks should be placed in appropriate positions.

\* Furniture should be situated away from doors and exits.

\* Employees must have sufficient space to work safely.

\* Aisles and walkways must be clear and uncluttered.

**2. Furniture and equipment**.

Ergonomically designed office furniture helps promote efficiency and health.

Furniture should be adjustable to cater for the needs of different workers.

Chairs should be comfortable, with adjustable height, lower- back support and

adjustable armrests. The height of the desks should be appropriate for the

worker and the task to be done.

\* Staff must have easy access to filing cabinet and any equipment they use

 regularly.

\* Noisy equipment should be kept in a different area.

\* Equipment should be plugged in a to a nearby power supply to avoid trailing

 wires.

\* Desks areas must be large enough to hold working papers and small

 equipment.

**3. Lighting**

In order for there to be efficiency in the workplace, there must be adequate lighting. Too much light, too little light, glare and flickering are all lighting problems that can affect employees.

These problems can lead to eyestrain, headache, and errors on the job especially where accuracy is essential

These problems can be solved by:

\* Ensuring that each worker has good natural light. In doing so, windows must be clean and have adjustable blinds to minimise glare or shadows.

\* Replacing light bulbs regularly and use localized lighting, eg, task lamp.

**4. Temperature**

The temperature in an office should ideally be between 21.1C C (70o F) and

25 o C (77o F). The office should not be too hot or too cold. If it is too hot or too

cold, it will make employees uncomfortable and less efficient, thus causing

them to make mistakes.

Air conditioning must be adjustable and enable employees to work to work in the right temperature.

**5. Work Habits**

Work habits is an essential part of ergonomics, as employees need to position

their work in the office in such a way that they can be comfortable doing it.

Employees should avoid postures that require extended stretching, twisting or

unnatural curvature of the spine.

Every employee should take short breaks throughout the work day. During

these breaks, employees should look away from their work, blink several times

and flex or stretch their muscles.

Another work habit which should be adhered to in the office is that an

employee should get out of his/ her chair every 20 to 40 minutes.

HOW TO SIT PROPERLY WHEN WORKING AT A COMPUTER IN AN ERGONOMICALLY DESIGNED OFFICE.

1 Use a properly designed computer desk, with a built in tray to hold the keyboard and mouse.

2. Select a comfortable chair, with adjustable height, lower-back support and adjustable armrests.

3. Position your monitor at about an arm’s length away from your body. Ensure that it is at such an angle that there is no glare on the screen.

4. Look away from the screen and blink your eyes every few minutes to reduce the risk of eye strain. Stretch, flex your risks and shrug your shoulders at regular intervals.

5. Take frequent breaks away from the computer.

**HOW TO SIT CORRECTLY AT A COMPUTER**

