



Ergonomics

Ergonomics is defined as the science of fitting the job to the person, rather than the person to the job.

All of us have different body types, and as such need to adjust our workspaces to fit us. It doesn't matter if we work at a desk all day, or mop a floor. The equipment we use, whether it is a task chair, a keyboard, a mouse, or a mop, must be designed to help us work smarter, not harder.

It is so important that we report—and by report, I mean complete an Incident Report—immediately. It is better that we catch the following symptoms as early as possible:

- Pain/tingling in the wrist, hands and fingers
- Numbness in the hands and fingers
- Clumsiness in handling items
- Heat, swelling, tightness, etc.
- Skin discoloration
- Pain in the neck and shoulder area
- Radiating pain

- Burning
- Back, leg or knee pain
- Muscle spasm
- Decreased movement

If you have any of these symptoms, it is imperative that you complete the Incident Report and request an Ergonomic Assessment from the Safety Office.

Remember to take your required breaks, stretch, drink plenty of water, and follow through with the recommendations provided by your assessment. Remember, our bodies are creatures of habit. It takes 60 days to forget old habits and 90 days to learn new ones.

The following are some reminders that will help reduce the stress and strain



on your body:

- Keep your body in the neutral position
- Maintain the “S” curve in your back
- Keep your feet flat on the floor
- Make sure your knees and hips are at a 90 degree angle
- Keep shoulders relaxed and arms close to your body
- Stay within your reach zone
- Keep your hands and wrists in the neutral position (avoid bent wrists and pressure points)
- Provide adequate rest breaks—remember the 20/20/20 rule. Every 20 minutes, take a 20 second break, and look 20 feet away.
- Control and reduce the duration, frequency and severity of exposure

If you have any questions, or need assistance, contact Jolean Pederson, Certified Ergonomic Evaluation Specialist at (701)231-9587.

Baseline Safety Training:

- April 16, 2008, Memorial Union Meadow Lark Room 9:00 AM
- April 17, 2008, Memorial Union Arikara Room 3:00 PM
- May 14, 2008, Memorial Union Hidatsa Room 9:00 AM
- May 15, 2008, Memorial Union Hidatsa Room 3:00 PM

Safety Office

ANPC Building
1801 15th Ave. North
Fargo, ND 58105
701-231-7759
fax: 701-231-6739

Jennifer Baker, Loss Control/Claims Specialist
701-231-6740

Lawn Mower Safety

Although it is only April, and we may not see a lot of green grass yet, it is time to switch gears and begin to think of all things Spring! When you bring out your lawn mowers, there are a few things you should keep in mind to keep you safe.

First, know and understand how your lawn mower works. Take out your owner's manual and make sure you know the correct way to operate your machine, service, and maintain it. Also, read your warning labels and check the safety features. Make sure all guards, discharge chutes, and rollover protection systems are in proper working condition. Be aware of all pinch points, wrap points, shear and cutting points.

Next, conduct inspections of your mower daily to ensure all fluid levels are where they should be, all debris is cleaned off the radiator, and all belts and pulleys are in good working order. Remember to check the tires to ensure proper tire pressure.

Before you begin to mow, take a walk through the area to clear it of any hazards such as rocks, limbs, stumps, glass, aluminum cans or trash. These items can pose a significant hazard to property, passing pedestrians, or you. Remember to keep pedestrians and bystanders at least 30 feet away when using your mower.

You will also want to remember to dress accordingly. You need to be wearing a long sleeved shirt, long pants, proper work boots with traction, hearing and eye protection, and gloves.

Finally, pay attention and maintain control of your lawn mower. Avoid sudden starts, stops and turns. Don't force the mower as it may cause repeated clogs and engine stalls. If you are operating a walk-behind mower on a slope, mow across the area, and if you are operating a riding mower, mow up and down the slopes. However, because the weight distribution is much different on zero-turn radius mowers, it is best to mow across the hill

to protect from rollover. Prior to using a riding mower, you should always make sure it is properly ballasted with front or rear weights and that the tires are set as wide as possible.



Designated Medical Provider Forms

NDSU participates in the Workforce Safety and Insurance (WSI), also known as Worker's Compensation, and OMB/Risk Management Programs (RMP). As such, we are required to comply with the requirements of the Designated Medical Provider provisions.

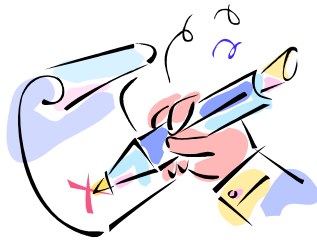
The Annual Notice of Policies covered under the ND Risk Management Program was sent out to all em-

ployee's on March 18, 2008. The Designated Medical Provider form, located on the last page of that packet, must be sent to the Safety Office **immediately** if you have not sent it in already.

The DMP form must be completed by all employee's. Benefitted, non-benefitted, part time, work study, Grad Research Assistants—

anyone who receives a paycheck from NDSU must complete and send in their forms.

If you did not receive the Annual Notice, you can obtain a copy by calling the Safety Office at (701)231-7759, or by going to the following website: http://www.ndsu.edu/ndsu/police_safety/safety/Forms/AnnualNotice_Policies.pdf



Non-discrimination Policy

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