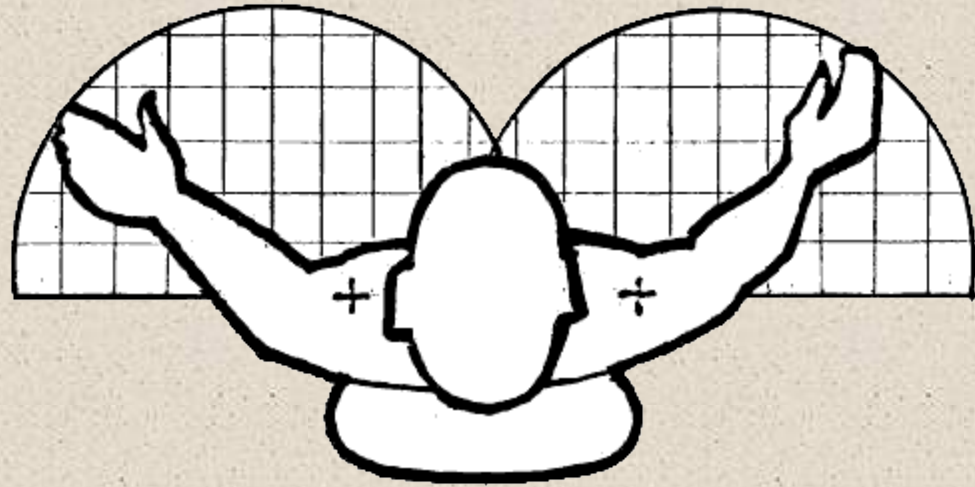


4. Paperwork and Filing *...essential tips*



- Keep tools & materials close- *surround your body*
- Minimize reaches- *too high or too low*
- Minimize grasping and lifting- *slide materials*
- Avoid impact activities- *let machines do the nasty stuff*

Paperwork & Filing- Keep tools / materials close



Pull up to your work surface and sit with your back against your chair. Rotate your forearms like windshield wipers above your work surface.

This area is referred to as your "near reach zone."

The tools and reference material you use most over the day should be located within or at the perimeter of this "near reach zone."

Paperwork & Filing- Keep tools / materials close

Note how her keyboard, mouse, scanner and adding machine are all positioned closely and surround her body at the right side.

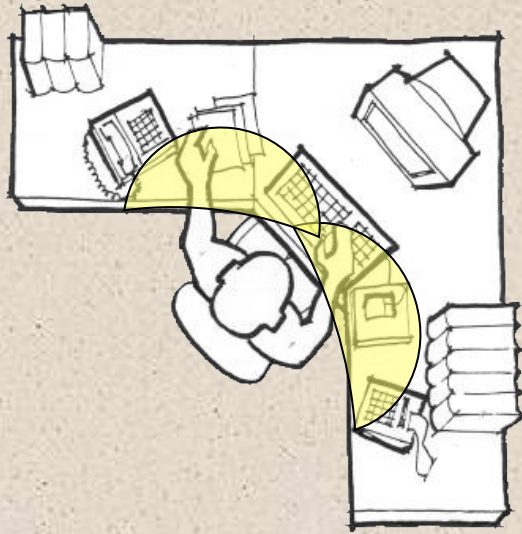
This is a good example of arranging tools within a “near reach zone.”

If she also frequently uses her phone, this too should be brought close in on her left.

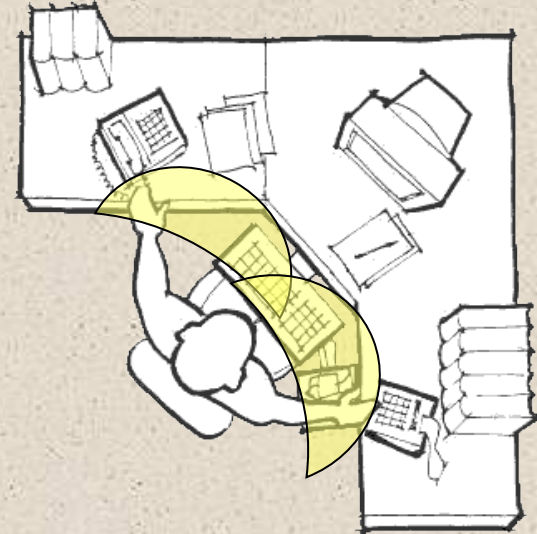


Paperwork & Filing- Keep tools / materials close

... Watch for keyboard trays and reach problems



Note how much “near reach” surface space (yellow shading) is available at this corner work surface.



Notice what happens when a keyboard tray is added to the corner. Many tools on the surface are no longer within the “near reach zone,” which can result in extended arm and forward trunk postures.

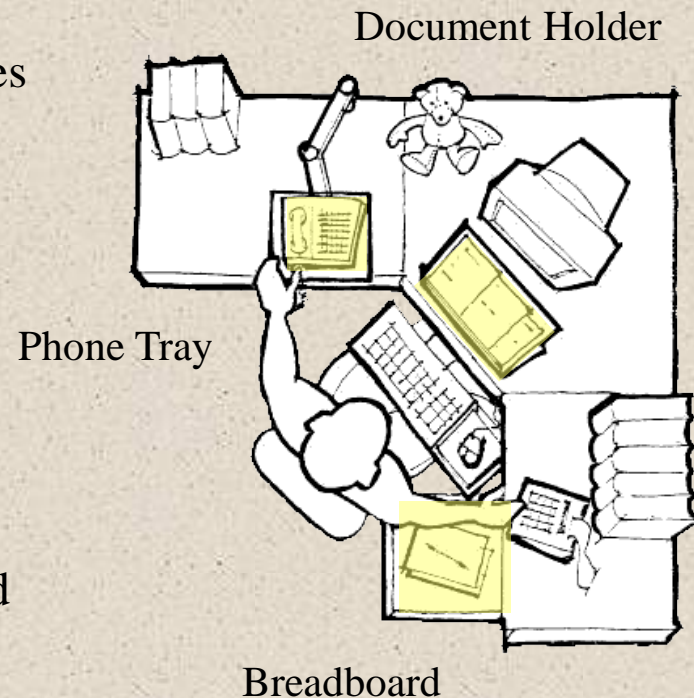
Paperwork & Filing- Keep tools / materials close

...Watch for keyboard trays and reach problems

If the keyboard tray makes reaching tools/ reference papers difficult, try a few accessories to bring these items closer to you.

- A telephone arm
- A breadboard/pullout surface or side table
- An inline document holder

If reaching tools and handling paperwork accounts for much of your day, you might think about having the keyboard tray removed and your work surface lowered a bit so you can work directly on the worktop.



Paperwork & Filing- Minimize reaches *...too high, too low or to the side or rear*

Try to avoid frequently reaching materials that are below your knees or above your shoulders when you're seated.

Also, avoid reaching to your side or rear from your chair... this can involve awkward shoulder and trunk postures.

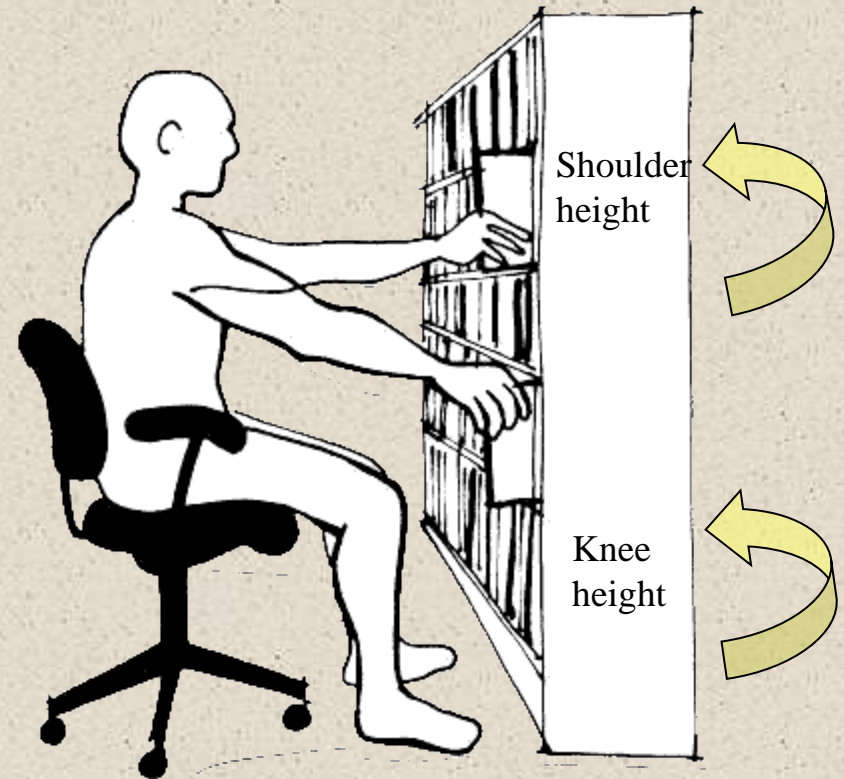


Paperwork & Filing- Minimize reaches

...too high, too low or to the side or rear

Try to arrange heavy or frequently used materials above your knees and below your shoulders.

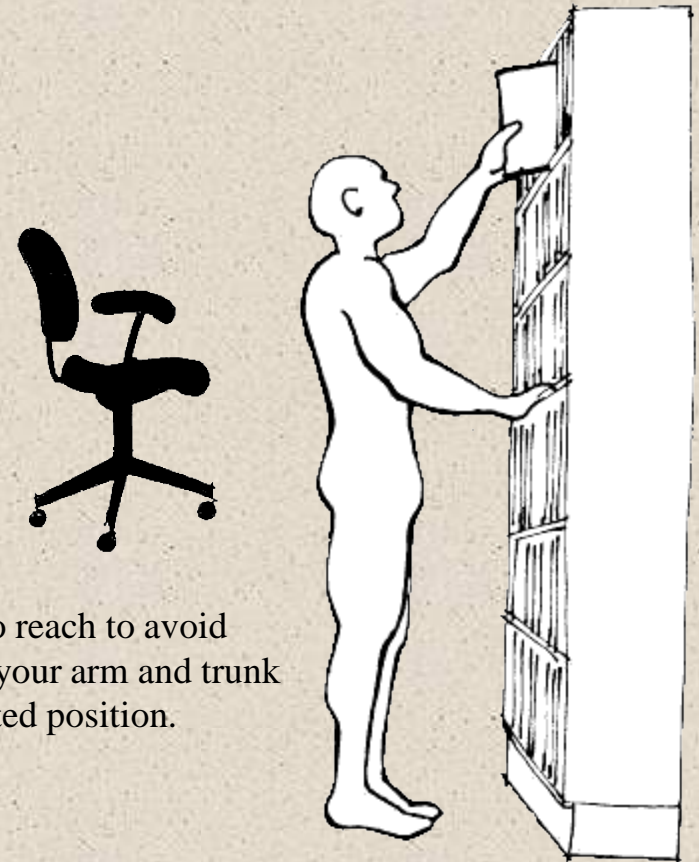
When accessing materials at your side or rear, swivel your chair so you are facing the materials to avoid rotating your shoulder outward or twisting your trunk too much.



Paperwork & Filing- Minimize reaches



Get down on one knee to avoid bending your back when files are too low.



Stand up to reach to avoid extending your arm and trunk from a seated position.

When files or materials are located on very high or very low shelves, it's much safer to get out of your chair and reach them with a stable and balanced body position.

Paperwork & Filing- Minimize reaches *...too far or too high*



These are some examples of reaches that are too high and too far.

If these activities are carried out regularly, these materials need to be repositioned to reduce stresses on the arms, shoulders and trunk.

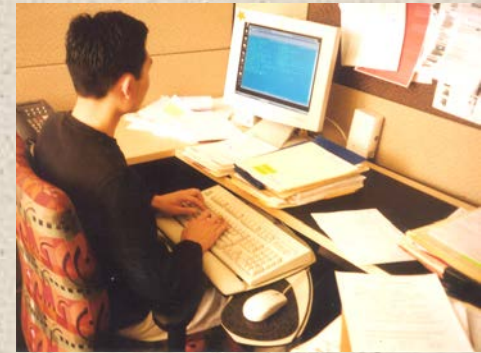
Paperwork & Filing- Minimize reaches *...not too far and not too high*



Active files and reference materials are staged at desktop level and along surface edge



Active files and reference staged at desktop level



Active files and reference material staged at surface edge

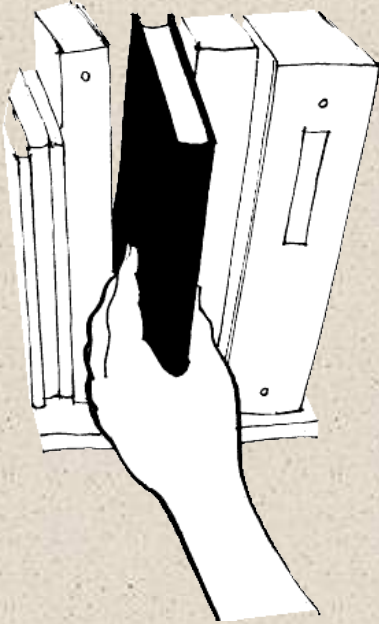
These are examples of stations where people arranged materials to optimize reach because their paperwork is repetitive and their reaches are frequent.

Paperwork & Filing- Minimize reaches *...not too far, too low or too high*



Active files are located in file drawers above knee and below shoulder heights to minimize reaching too high/too low/too far.

Paperwork & Filing- Minimize grasping and lifting *...slide materials*



On a shelf, means lots of grasping and reaching



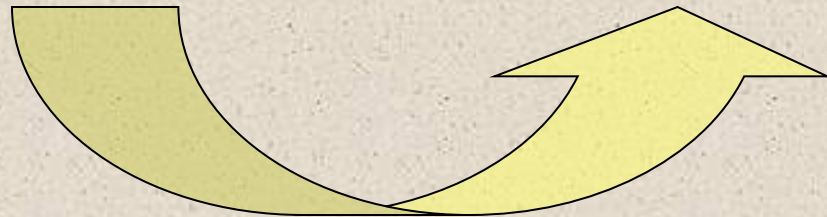
If you work with lots of paper, files or binders, set things up so you can slide materials on surfaces rather than having to grasp and lift them from a shelf or drawer.

Paperwork & Filing- Minimize grasping and lifting *...slide materials*

This is a good example of how to set things up to minimize reaching, grasping and/or lifting materials.

Note how the side table is used to bring the stacks of files close to the person.

The person can slide the files around the desktop rather than reach to a shelf or into a file that would require grasping and lifting every item they work with.

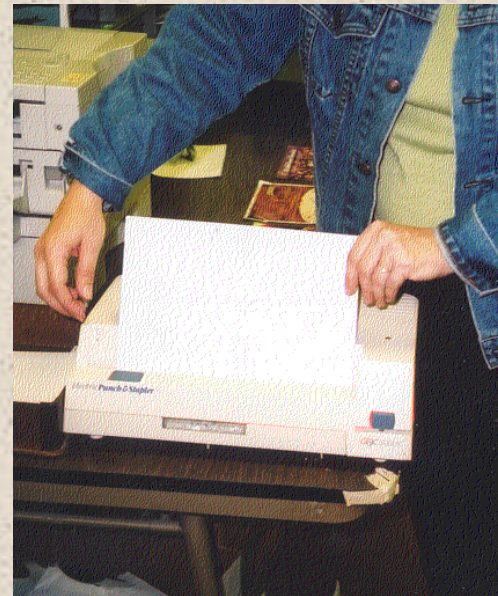


Paperwork & Filing- Avoid impact activities

...stapling, stamping, hole punching or letter opening



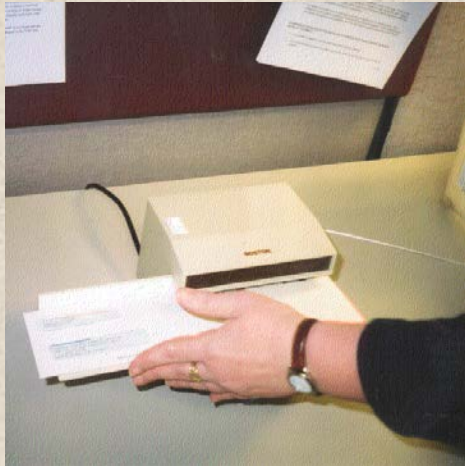
Manual hole punch & staplers require abrupt and forceful hand forces that can insult sensitive hand structures if performed regularly.



Electric hole punch & stapler- requires little hand force and has no impact on body parts.

Paperwork & Filing- Avoid impact activities

...stapling, stamping, hole punching or letter opening



Electric staplers and letter openers minimize repetitive and forceful motions of the hands and are more efficient than most manual tools.

Leave the nasty stuff for these machines!