

10. Repetitive Reaching & Filing

...essential tips

- Avoid reaching materials that are too high, too low or too far
- Place frequently reached items in positions that optimize postures and motions
- Use good technique for opening heavy drawers



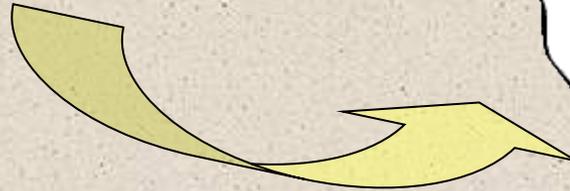
Repetitive Reaching and Filing

... avoid awkward reaches

Avoid frequently reaching items above shoulder height since this puts a lot of wear and tear on shoulder structures.



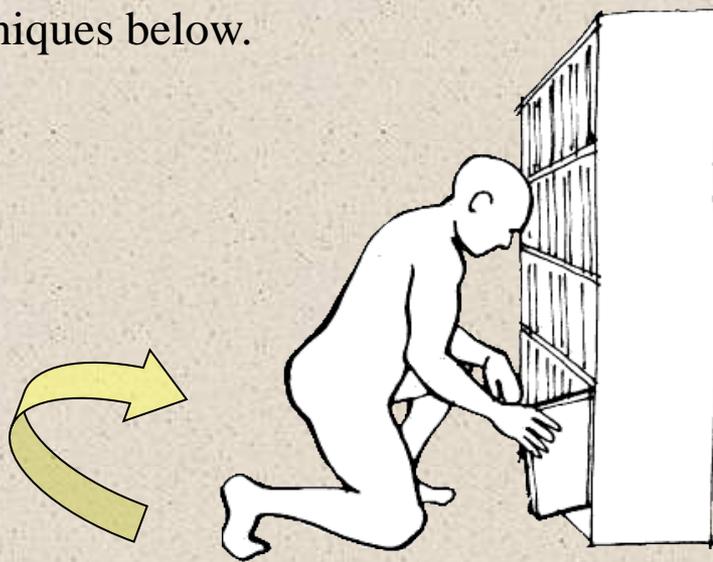
Avoid frequently bending to reach items that are below knee height since this puts lots of wear and tear on your low back.



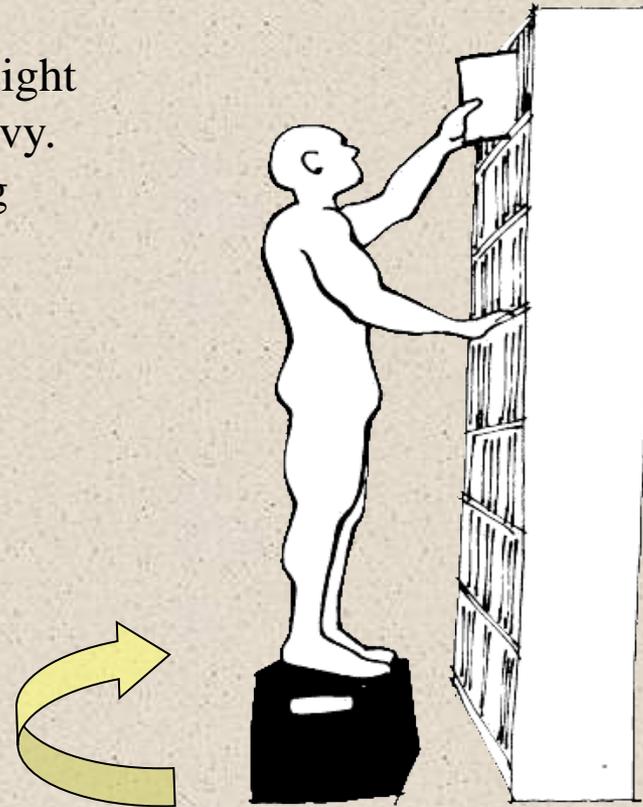
Repetitive Reaching and Filing

... place material to optimize postures

Try to locate frequently reached materials on the mid-range of shelves between knee height and shoulder height, especially if they're heavy. If this can't be done use some of the reaching techniques below.



If you need to reach items that are low, get down on one knee to minimize bending your back. Avoid squatting which puts undue pressure on your knees.



If you need to reach items that are too high, use a stepladder or safety stool to minimize elevating your shoulders.

Repetitive Reaching and Filing

... avoid awkward reaches



Note the elevated arms and shoulders as the person attempts to reach items that are too high.



Note the difference in arm and shoulder postures as the person reaches for the same materials while standing on a safety stool.

Repetitive Reaching and Filing

... avoid awkward reaches

When reaching from a seated position, the same rules apply. Avoid frequently reaching below your knees or above your shoulders.

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

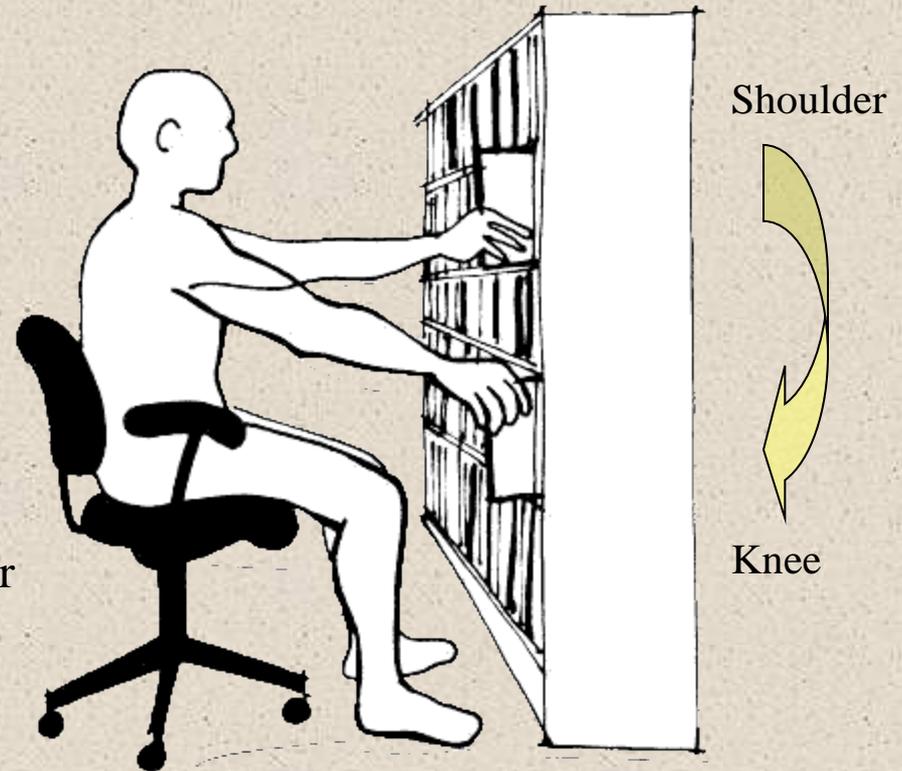


Repetitive Reaching and Filing

... place material to optimize postures

Try to locate frequently reached materials on the mid-range of shelves between knee height and shoulder height, especially if materials are heavy.

Face the shelf to avoid twisting your back. If this can't be done, you're better off getting out of your chair to reach these items.



Repetitive Reaching and Filing

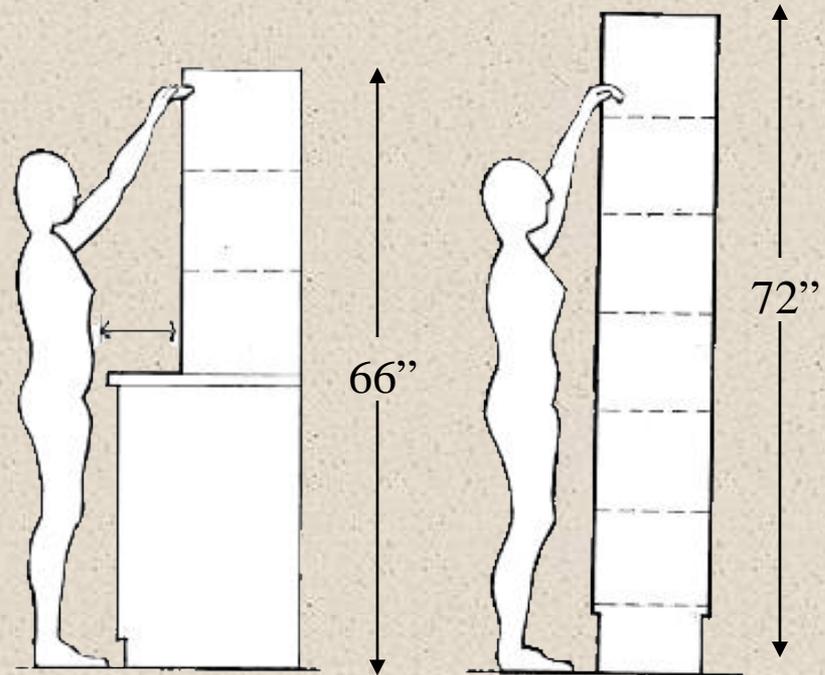
... place material to optimize postures

Try to place frequently reached or heavy items within ranges acceptable for the people who work there.

The materials on the highest shelves should be easily accessible by the smallest person who works with them.

The size and weight of materials should also be gauged by the size and strength of the smallest person who works with them.

Click on the Repetitive Grasping icon of this learning guide for more tips on reaching and filing



Small female
reaching a shelf
over a counter
-maximum 66"
high reach

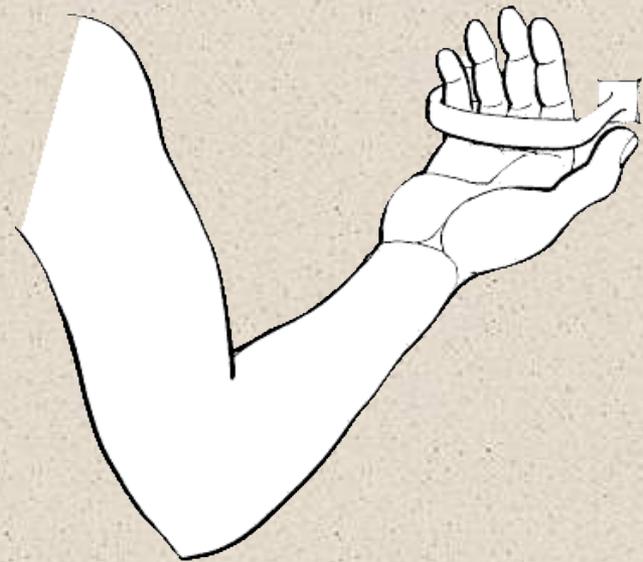
Small female
reaching the
top shelf
-maximum 72"
high reach

Repetitive Reaching and Filing

... use good technique for opening heavy drawers

When opening heavy drawers or doors engage and as much of the length of your fingers in the pull as possible and grasp it firmly.

Drawer and door pulls/handles that allow you to pull with a “palms up” or “hand shake” position are ideal for maximizing your pull strength.



Repetitive Reaching and Filing

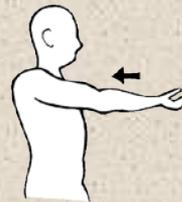
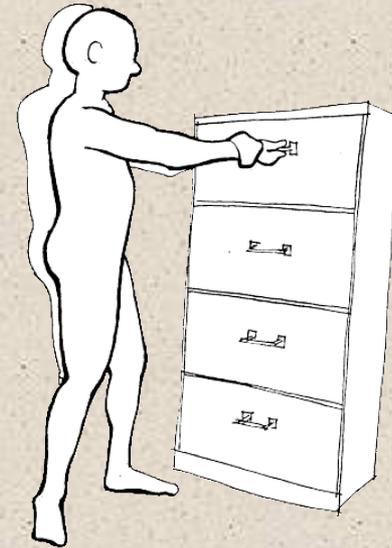
... use good technique for opening heavy drawers

Before attempting to open a drawer or door, always check for locks or releases and try to gauge the force required to open it.

With feet spread apart front-to-back, grasp the pull with a fairly straight arm. As you apply pull force, begin to draw your arm in, gradually applying shoulder force while at the same time leaning upper body weight in the direction of the pull.

For real obstinate drawers, try pulling with 2 arms by grasping your pulling arm with your free hand.

If it doesn't budge or it appears to be stuck, get some help!



1. Start with straight arm and draw your arm in as you apply pull forces.



2. Use your upper body weight by leaning back with your feet spread apart

Repetitive Reaching and Filing

... use good technique for opening heavy drawers

If the drawer you're attempting to open is at or below your knee height, it's best to lower your body in space by getting down on one knee to open it.

Always keep your feet apart front-to-back when applying pull force so you don't fall back when the drawer releases.

Avoid stooping and bending your back when exerting arm and upper body forces to open heavy drawers to prevent straining your back.

