

SECTION: HUMAN RESOURCES

NO: HR-HS-05

REFERENCE: Health and Safety

Date:
December 1, 2020

Next Review Date:
December 2022

TITLE: ERGONOMICS PROGRAM

1.0 POLICY

- 1.1 It is the policy of the City of Dryden to promote health and safety by creating workplaces that support employee well being and eliminate injuries through proper control of the equipment, environment, and training.
- 1.2 The City of Dryden will endeavour to address ergonomic issues in the workplace through a process of evaluation, consultation with workers, and development and implementation of recommendations.
- 1.3 The City of Dryden is committed to the science of ergonomics, the matching of the job/task to the capabilities of the employee. The ergonomics program is a systematic approach for anticipating, identifying, analyzing, and controlling known risk factors. The program will provide a framework for recognizing Musculoskeletal Disorders (MSD) hazards and implementing appropriate controls across all departments.
- 1.4 The ergonomics program will provide education on work-related musculoskeletal disorders, related risks, and helpful exercises.
- 1.5 Employees are encouraged to report ergonomic issues or unresolved problems to their manager. Employees are expected to use the equipment provided in a safe manner and to implement ergonomic work practices to control risks.

2.0 SCOPE

- 2.1 This policy and procedure applies to all City of Dryden employees (permanent, casual, students, or contract).

3.0 DEFINITIONS

3.1 As used in this policy, the following terms shall have the meaning as indicated:

Accommodation: change, adapt, or adjust to enable an individual to perform essential duties of a job in a healthy and safe manner.

Ergonomics: the science concerned with fitting the job or task to the physical and mental capabilities of the worker. The goal is to increase efficiency and comfort in the working environment.

Musculoskeletal Disorders (MSD): injuries or disorders of the muscles, nerves, tendons, joints, cartilage, and spinal discs. MSDs are a result of either: the work environment and performance of work contribute significantly to the condition; and/or the condition is made worse or persists longer due to work conditions. Injuries directly resulting from an acute event involving an external force (i.e. a fall, vehicle accident, violence) are not classified as MSDs.

Posture: the position that a worker assumes to do a task. Awkward postures include repeated or prolonged reaching, twisting, bending, kneeling, squatting, working overhead with hands or arms, or holding fixed positions.

Repetitive Strain Injury (RSI): Also known as repetitive strain injuries, an RSI is a gradual buildup of damage to muscles, tendons, and nerves from repetitive motions such as typing and using a wrench.

Risk Factors: The workplace or equipment designs can present risk factors that increase the likelihood of developing an MSD or RSI. These risk factors may include:

- Fixed or constrained body positions.
- Continual repetition of movements.
- Force concentrated on small parts of the body, such as the hand or wrist.
- A pace of work that does not allow sufficient recovery between movements

4.0 RESPONSIBILITIES

4.1 Managers are responsible for:

- a. Identifying employees who perform essential job functions where ergonomics is a concern;
- b. Accommodating the worker with appropriate equipment;
- c. Providing training sessions to workers;
- d. Supporting workers to adjust their work environment and perform duties in proper working posture and habits;
- e. Encouraging workers to take scheduled breaks and to change posture or move often;

- f. Encouraging workers to report ergonomic concerns and physical discomfort;
 - g. Arranging ergonomic assessments in a timely fashion when requested by workers; and,
 - h. Provide resources for worker information.
- 4.2 Health & Safety Coordinator is responsible for:
 - a. Providing assistance in arranging an ergonomic assessment;
 - b. Provide educational information to employees;
 - c. Assist in the identification and purchase of ergonomic equipment;
 - d. Evaluate incidents for ergonomic concerns and causes;
 - e. Review Job Hazard Analysis to address hazards associated with job functions and controls implemented to reduce risk of injury;
 - f. Support early intervention and return to work; and,
 - g. Evaluate and monitor the ergonomics program.
- 4.3 Employees are responsible for:
 - a. Using and adjusting workstation, equipment, or tools to accommodate individual needs;
 - b. Performing duties in proper working posture and habits;
 - c. Attending/participating in ergonomic training sessions;
 - d. Taking scheduled breaks and change posture or stretch often; and,
 - e. Reporting ergonomic hazards or physical discomfort to managers.

5.0 ERGONOMIC ASSESSMENT

- 5.1 Office Ergonomic Assessment
 - a. Considerations for Office Ergonomics are found in Appendix A of this policy. Employees are encouraged reference this to assess their workstation, equipment, tools, and tasks, and make any necessary changes to accommodate their individual needs.
 - b. Ergonomic assessments can be arranged by a manager if a worker has difficulty modifying their work, equipment, tools, or workstation to accommodate their needs. An assessment will also be arranged if physical discomfort is experienced by the worker. The worker must notify their manager of their request for an ergonomic assessment.
 - c. Managers may contact the Health and Safety Coordinator for assistance in conducting an ergonomic assessment. The assessment may be contracted to a qualified third party.
 - d. A report will be provided after completion of the assessment outlining the ergonomic hazards present and the recommendations for possible controls.

5.2 Ergonomic Assessment for Industrial or Operational Setting

- a. An ergonomic assessment may be required to review workplace features such as work environment, equipment/tools, work organization, method/processes, and manual material handling in an effort to reduce the risk of injury and illness.
- b. Consultations may also be required in regard to assessing industrial equipment and vehicles for ergonomic features.
- c. Employees are to reference Appendix B for best practices in vehicle ergonomics.

5.3 Education

- a. Employees are to regularly review the relevant Appendixes to ensure their workstations are set up in the most ergonomic way possible.
- b. Managers are to remind Employees of this policy and ensure that all employees within their department are educated on this policy.
- c. The Health and Safety Coordinator shall ensure the information being shared is correct.
- d. Ergonomics Awareness education will be provided through safety talks, newsletters, monthly safety meetings and related information.
- e. Education on Musculoskeletal Disorders (MSDs) will also be provided to employees through a variety of communication methods.

5.4 Breaks and Stretches

- a. Scheduled Breaks and Lunches: All employees are strongly encouraged to take their scheduled breaks and lunches as a means of providing recovery time to muscles held in static or awkward postures while working.
- b. Micro-Breaks and Stretches: All employees are encouraged to take micro-breaks (2-9 seconds in length) to relieve muscle tension caused by static postures. For an employee who works at a workstation this can be accomplished by simply removing hands from the keyboard or mouse when they are not in use or walking around the office to loosen back muscles.
- c. No matter what the job is, it is recommended that every hour employees readjust their posture and stretch.

5.5 Tools or Equipment Purchasing

- a. When purchasing new tools or equipment, ensure the equipment purchased can be appropriately adjusted to accommodate the worker. Many tools now come with ergonomic options that should be considered. See Appendix A for more information on purchasing office workstations and equipment.

5.6 Renovations

- b. Departments which will be undergoing renovations and/or alterations may pursue an ergonomic consultation prior to finalizing any construction plans. A consultant may be considered for large projects. Consultation with the Health and Safety Coordinator on Ergonomics matters should also be considered.

6.0 PROCEDURES

6.1 Layout

An assessment of doorways, walkways, access to equipment, means of escape and storage must be undertaken when determining an office space and layout. Office layouts are to be reviewed by the Department Manager prior to installation and with consideration to health and safety. For new locations, significant moves or relocations, the layout will be approved by Senior Management. The layout will meet health and safety expectations by:

- (a) Ensuring clear access to emergency exits and passageways;
- (b) Ensuring furniture and equipment is positioned in such a way that they do not extend into walkways or doorways, or obstruct sight lines around corners or partitions;
- (c) Ensuring that workstations near windows will be placed so there is minimum glare; and
- (d) Ensuring there is enough space for equipment and storage.

6.2 Clothing and Footwear

- (a) Wear appropriate clothing that is safe for the work environment and allows the body free movement of hips and limbs.
- (b) Inappropriate clothing for the office includes tank tops, midriff tops, halter tops, shirts with potentially offensive words, terms, logos, pictures, cartoons, slogans or of a religious nature;
- (c) Ensure any loose clothing, ties, scarves, jewelry or long hair cannot become entangled or pulled into office equipment such as shredders or any equipment with rollers; and,
- (d) Footwear that is appropriate and safe for the work environment must be worn at all times, bare feet or sock feet is not allowed. All footwear heels must not exceed 5 cm in height and the heel must be a block-type heel of substantial width to ensure good support and stability, and an even distribution of weight. Footwear with open toes and sandals are allowed but must provide enough support around the heel and toe area for stability. All footwear and sandals must have at a minimum, a secure strap around the back of the heel/ankle. Open-toed footwear and sandals are not to be worn in areas where they would put employee safety at risk. All footwear must be in good condition. Flip flops, beach shoes, high heels and slip-on/slide-on

This policy is subject to any specific provisions of the Municipal Act, or other relevant legislation or Union agreement.

open-heeled footwear are not considered appropriate footwear for offices and must not be worn at any time. An exception is made for Pool employees (lifeguards/swim instructors) at the Recreation Complex who may wear flip flops or beach shoes while working on the pool deck. Departments may implement additional requirements, in conjunction with the HR department, where deemed necessary.

6.3 Slips, Trips and Falls

Slips, trips and falls are the number one cause of all office injuries. By keeping aisles clear and being aware of the office environment and layout, injuries may be reduced or eliminated.

Prevention of slips, trips and falls can be achieved by:

- (a) Pay proper attention and use a handrail when going up or down stairs. Falls can occur when people are distracted by conversations or look back to address the person behind them;
- (b) Use only approved step stools and ladders, never stand on a chair;
- (c) Wipe up spills or pick up any other debris promptly that may cause a slip and fall;
- (d) Walk, don't run. Always look where you're going (not at your papers or electronic devices);
- (e) When walking in aisles or passageways, keep to the right;
- (f) Wear appropriate footwear as noted above in 2.2 (d) and in good condition;
- (g) Employees should not attempt to carry stacks of materials that could obstruct vision. If an elevator is available, it should be used instead of carrying stacks of material up and down flights of stairs;
- (h) When temporary extension cords crossing a floor are a necessity, they should be taped down or covered with a rubber cord cover;
- (i) Floor surfaces should have a slip-resistant finish. Slip-resistant floor wax can give polished floors a higher coefficient of friction;
- (j) Tripping hazards can be minimized by immediately replacing defective tiles and carpet or worn floor mats. Floor mats and runners in good condition offer slip-resistant protection for stairways or entrances;
- (k) Poor sitting habits can also lead to falls. Rolling in one's chair across the floor or leaning sideways in a chair to pick up objects from the floor can lead to a fall. Also, leaning far back in the chair with feet up on a desk or balancing a stationary chair on 2 legs can also result in falls;
- (l) Never leave a file cabinet drawer open, the lower drawers could become trip hazards; and,

- (m) If you are not able to immediately correct the hazard, report the deficiency to supervisory staff without delay.

6.4 Lighting

Office work is visually demanding and requires good lighting for maximum comfort and productivity. "Good" lighting means providing enough illumination so that people can see printed, handwritten or displayed documents clearly but are not blinded by excessively high light levels (a cause of glare).

- (a) Areas that are not adequately lit, or are too bright, can cause headaches, eye strain, blurred vision, dry irritable eyes and fatigue. Ensure that the working area is properly lit for the job and that window placement does not create glare; and,
- (b) Computers plays a large role in eye fatigue so regular breaks should be taken to allow the eyes to recover and return to normal state. Look away from the computer every few minutes and focus on distant objects. Remember to blink often.

6.5 Housekeeping

Housekeeping plays a large role in preventing injuries. It is everyone's responsibility to ensure that their workstation, storage areas, passageways and aisles are not cluttered or obstructed.

- (a) Clear access shall be maintained for all electrical panels and disconnects;
- (b) Clear access shall be maintained for exit doors and exit corridors;
- (c) Aisle ways and walkways shall be kept free of obstructions and hazards to the extent that is practical;
- (d) Individual workstations shall be kept free and clear of obstructions, debris and trip hazards that may endanger workers; and,
- (e) Loose objects and broken glass should be removed when first noticed. Broken glass should be immediately vacuumed or swept up and the fine pieces should be picked up with a damp cloth.

6.6 Furniture and File Cabinets

- (a) Furniture should be considered when determining the office layout to ensure adequate access around furniture and to exit doors. Furniture should be maintained in good condition to avoid sharp edges, points or burrs. Deficiencies should be reported immediately to supervisory staff;
- (b) Chairs should be placed squarely on the floor and all 5 casters should be secured. All parts of the chair should be sturdy and in good condition and should not present a hazard to the user. Chairs with 4 casters must not be used and removed immediately; and,

- (c) Filing cabinet drawers should be opened and closed slowly and carefully. Filing cabinets should not be overloaded and the weight should be evenly distributed to avoid tipping. Only one drawer should be opened at a time and should never be left open. Do not open a drawer with someone underneath it. Always open and close drawers using the handles, not with your feet.

6.7 Material Handling

Employees shall refer to City of Dryden Material Handling Policy & Procedures (HR-HS-27) for full recommendations.

It is important that all employees practice safe lifting techniques as follows:

- (a) Plan the lift and ensure the route of travel is clear of obstruction;
- (b) Stand with feet apart, alongside the object to be lifted;
- (c) Use the "sit-down" position, maintaining the natural arch of the spine;
- (d) Tuck the chin;
- (e) Get a good grip of the object;
- (f) Lift the object by standing up in an upward motion, do not lift with the arms or back;
- (g) Keep the object as close to the body as possible; and,
- (h) Centre the weight over the feet and avoid twisting.

6.7.1 It is recommended that no one should lift any objects exceeding 50 pounds in weight. Should a situation require lifting in excess of 50 pounds, use the following procedure:

- (a) Obtain the assistance of a co-worker; and/or,
- (b) Obtain the assistance of Caretaker/Maintenance staff (and/or dolly).

6.8 Office Equipment Safeguarding

6.8.1 Operation:

- (a) Prior to operating any office equipment, ensure that the equipment is operational and that training in the proper use has been provided;
- (b) Paper cutters when not in use shall have the cutting blade down, guarded with a latch to secure the blade. When using the paper cutter, one hand shall be positioned on the handle and the other holding the paper, be cautious when cutting as the paper may shift; and,
- (c) When using a paper shredder, ensure that long hair is tied back and that loose-fitting clothing (e.g. ties) are far enough from the shredder opening. Only paper should be placed in the shredder and no more than the maximum number of pages as per the machine's specifications.

6.8.2 Lock-Out and Maintenance:

In accordance with the City of Dryden Lock-out/Block-out Policy & Procedure (HR-HS-36), all equipment is to be turned off and unplugged prior to performing any maintenance on it. Copiers, printers, binding machines, and laminators shall be used and maintained as per the manufacturer's directions.

Employees that use equipment shall:

- (a) Know the procedures for safely clearing jams;
- (b) Be aware of areas which may be hot; and,
- (c) Remember to disconnect power prior to opening any components of the machine/equipment.

6.9 Electrical Safety

All employees shall:

- (a) Shut off electrical equipment not in use;
- (b) Ensure all equipment and extension cords are properly equipped with grounding prongs;
- (c) Ensure electrical cords are visually inspected on a periodic basis to identify frayed and worn cords;
- (d) Maintain electrical cords in areas out of walkways and passageways;
- (e) Avoid extension cords in office areas;
- (f) Ensure surge protectors are not overloaded and not used as an 'extension cord' for other office equipment;
- (g) Ensure that outlets are not overloaded;
- (h) Ensure that combustible material, such as paper, is not stored on or in close proximity to electrical outlets and connections;
- (i) Ensure that no items are stored in front of any electrical panels.
- (j) All electrical equipment must be certified by CSA or Electrical Safety Authority of Ontario approved;
- (k) The electrical equipment must have a mark indicating the product has been assessed and conform to the required Canadian national safety standard; and,
- (l) All surge protectors should be easily viewed and not concealed behind office furniture or other objects.

6.10 Chemical Safety

All office employees shall be trained in WHMIS 2015 and the safe use of chemicals as per City of Dryden Policies & Procedures and will know:

- (a) The location of the WHMIS 2015 SDS binder that applies to their workplace;
- (b) How to read and understand WHMIS 2015 labels and pictograms;
- (c) How to read and understand WHMIS 2015 SDS; and,
- (d) How to control the hazards.

Employees will also take precautions according to label warnings and directions on consumer products that are not governed by WHMIS 2015 regulations.

6.11 Ergonomics

In general, the following summary of ergonomic best practices will be applied. For more detailed information and recommendations, refer to the City of Dryden's Policy and Procedures on Ergonomics (HR-HS-05):

- (a) The best distance for a computer monitor is as far away as possible while still being able to read it clearly. Eyes should line up with the top third of the screen;
- (b) The computer mouse should be placed at the same level and close to the keyboard to maintain a neutral wrist/arm position;
- (c) A footrest should be available for situations where the keyboard height cannot be adjusted, and it is necessary to adjust the chair upwards. It is preferable to have the chair and work surface low enough to have the feet rest on the floor to promote frequent changes in leg positions;
- (d) Keyboard height should be at elbow height or slightly lower in order to keep the wrist and hand in line with the forearm (90°). This straight neutral posture reduces stress and strain on tendons and muscles;
- (e) Generally, wrist rests should be used during pauses in keyboarding;
- (f) Research supports the idea of very short breaks taken very frequently, for example, a 30 second break every 10 minutes;
- (g) Shared workstations should provide maximum adjustment features to accommodate individual human factors (user size differences and preferences); and,
- (h) One product will not fit all. Several different models should be available to employees when choosing replacement items such as ergonomic chairs. When choosing an ergonomic chair, choose a chair with the following features:
 - (i) A backrest, which is shaped to support the lower back;
 - (ii) A stable base with at least 5 legs/casters of support;
 - (iii) Controls that can be accessed while seated;

- (iv) A set pan length that allows for clearance between the front edge of the seat and the back of the legs; and,
- (v) Adjustments for seat height, armrest height and width, and backrest height.

6.12 Thermal Comfort

- (a) In general, "thermal comfort" means that a person wearing a normal amount of clothing feels neither too cold nor too warm. Thermal comfort is important both for one's well-being and for productivity. It can be achieved only when the air temperature, humidity and air movement are within the specified range often referred to as the "comfort zone";
- (b) Temperature preferences vary greatly among individuals and there is no one temperature that can satisfy everyone. Nevertheless, an office which is too warm makes its occupants feel tired; on the other hand, one that is too cold causes the occupants' attention to drift, making them restless and easily distracted; and,
- (c) A general recommendation for overall comfort is that the temperature be held constant in the range of 21-23°C (69-73°F). In summertime when outdoor temperatures are higher it is advisable to keep air-conditioned offices slightly warmer to minimize the temperature discrepancy between indoors and outdoors.

6.13 Scents and Fragrances

- (a) Some employees are sensitive or allergic to the chemicals or ingredients used in perfumes, colognes, aftershaves, body sprays, scented hand creams, essential oils, and other scented products, so wear or use these substances with restraint. Each department, in conjunction with the HR department, may have their own specific restrictions on these products.

History			
Approval Date:	January 16, 2012	Approved by:	By-law 3942-2012
Review/Amendment Date:	March 15, 2017	Approved by:	CAO E. Remillard
Review/Amendment Date:	December 1, 2020	Approved by:	CAO
Review/Amendment Date:		Approved by:	

Appendix A

Ergonomic Considerations for Office Environment

Chair:

When purchasing a chair for a computer workstation the chair should possess at minimum:

- (a) 5-prong swivel base;
- (b) Height and angle adjustable back rest with lumbar support;
- (c) Adjustable, well-padded seat pan with a waterfall edge; and
- (d) Height and width adjustable arm rests.

Comfort and ease of adjustment should be considered when purchasing a chair. Many chairs may possess the required features above but do not fit the worker comfortable or adjusting the chair is difficult. If possible, arrange for the user to have a trial period with the chair prior to actual purchase. One specific chair does not fit all users. It is essential that a chair is purchased that is suitable for the user and the tasks they perform.

Workstation/Desk:

When purchasing workstation or desk, it is essential to consider the work being performed in order to determine the appropriate work surface configuration:

- (a) Straight work surface – is a typical desk. It is best suited for work where there is little variation in the work performed and space is not required for writing, organizing or reading documents;
- (b) L-shaped work surface – has two perpendicular desks joined. The computer is usually located on one work surface and the other is available for tasks such as writing, reading or telephone work. This work surface should be considered when a variety of tasks are performed, and workers must quickly alternate between the two or privacy of work is an issue;
- (c) Corner work surface – is similar to the L-shaped but has a connecting bridging section between two separate work surfaces. The bridging section accommodates the computer and allows for two work surfaces to be available for other tasks. This work surface should be considered when larger monitors may be required for work since they can fit in the bridging section with ease. The disadvantage of this work surface is the limited options for altering the layout if an environmental factor, such as glare becomes an issue.

- (d) Sit-Stand Desk - a height adjustable work surface is also an option so the user can alternate between sitting and standing. If choosing this option, a fatigue mat is recommended.

Keyboard Tray:

When purchasing a keyboard tray for a computer workstation, the tray should possess at minimum:

- (a) Articulating arm;
- (b) Easily adjustable tilt and lock mechanism;
- (c) Large enough to accommodate the keyboard and mouse;
- (d) Provided adequate leg clearance when stored under the desk; and,
- (e) Rounded edges.

Keyboard and Mouse:

When purchasing a keyboard and mouse, consider the following:

- (a) The ability to accommodate a neutral posture and position when using;
- (b) Rounded edges;
- (c) Minimal force required to strike keys/push buttons; and,
- (d) General comfort of the user.

There are a variety of alternative keyboards and mice which may be beneficial for some employees. It is important that when purchasing this type of equipment, the worker is comfortable using these devices and is trained on their proper use.

Document Holder:

When documents are frequently accessed for entering data, a document holder should be considered and possess the following:

- (a) Height and distance adjustable;
- (b) Angle adjustable;
- (c) Accommodate the size of material being viewed (letter/legal size paper, books, etc.); and,
- (d) Non-glossy and opaque (prevents light passing through).

When extensive input of data is required in the job, it may be beneficial to consider a document holder that sits between the monitor and the keyboard to avoid repetitive reaching.

Wrist Rests:

Wrist rests are recommended for all users. The following outlines characteristics to consider when purchasing a wrist rest:

- (a) Rounded edges;
- (b) Match the shape and length of the keyboard and/or mouse;

- (c) Should maintain neutral wrist posture when resting (does not cause the wrist to bend up or down); and,
- (d) Rest should be stable/secure when in use.

Footrest:

A footrest is required at a workstation where the chair must be elevated to accommodate a work surface with a fixed height. In many of these situations, the worker's feet are unable to be positioned flat on the floor, thus requiring a footrest. When purchasing a footrest, consideration should be made to the following:

- (a) Angle adjustable;
- (b) Anti-skid treading; and,
- (c) Accommodates both feet when slightly turned out.

In situations where a worker moves between different workstations frequently, more than one footrest may be required.

Appendix B

Ergonomic Considerations for Vehicles and Equipment

Seat:

When purchasing a new vehicle or piece of mobile equipment ensure the seat is adjustable for many body types, heights, weights etc.

Seat Height:

- (a) Raise the seat leaving room between the roof and the head.

Seat Cushion Depth:

- (a) Leave 2-3 fingers of space between edge of seat and legs.

Seat Forward/Backward

- (a) Adjust to be able to reach the pedals with whole foot
- (b) Place heels on the floor with slightly bent knee
- (c) Position hip angle at approximately 100 degrees

Seat Pan Cushion Angle

- (a) Adjust the seat pan so the back is slightly higher than the front

Seat Backrest Angle

- (a) Angle backrest to between 100-110 degrees

Lumbar Support

- (a) Adjust to fit the curvature of your lower back (raise up/down, increase/decrease depth)

Steering Wheel

- (a) Tilt steering wheel so airbag points at chest
- (b) Set distance to approximately 12 inches from chest
- (c) Ensure elbows are slightly bent.

Head Restraint

- (a) Align top of head restraint with top of head
- (b) Position 1-2 inches from the back of your head when driving

Entering/Exiting:

Always try to maintain 3-point contact.

Forwards:

- (a) Swing legs out, sit sideways with feet on ground
- (b) Support weight with vehicle
- (c) Keep back straight

Backwards

- (a) Step onto runner or steps, then ground
- (b) Use grab bar, not wheel
- (c) Bend at hips/knees with back strain

Driving Ergonomics

When sitting, the pelvis rotates and flattens the natural curve in the lower back, resulting in increased pressure on the spine. The longer you drive, the more fatigued and weaker your muscles get.

Make Sitting less Stressful

- (a) Change your position in the seat at least once or twice per hour. Even a small adjustment helps.
- (b) Move your hand position frequently
- (c) Don't grip the steering wheel too hard for too long.
- (d) Keep your back pockets free of thick items such as wallets as they will change the tilt of your pelvis and put more strain on the musculo-skeletal system.
- (e) Adjust the seat so your feet can reach the gas pedal, brake and clutch comfortably.
- (f) Adjust the backrest so your arms are at a slight angle while you're holding the steering wheel. Your entire back should lean against the backrest.
- (g) Keep your thighs completely on the seat. The front of the seat should not contact the back of the knee. Such contact will cause drivers to slide forward into a rounded posture.
- (h) Make sure your bottom is at the very back of your seat and your torso is upright while you drive. Do not slouch.
- (i) Position steering wheel to keep elbows as close to your sides as possible, minimizing reach.
- (j) Use a steering wheel cover to offer comfort to your hands.
- (k) A gel seat cover will provide extra padding and comfort over rough roads.
- (l) Take a break, get out of the truck to stand, stretch and walk around to help circulate the blood in your legs and rest the muscles needed to sit. It only takes 5 minutes every hour.

Vibration

Vibration is not always felt and causes your muscles to contract and relax frequently, increasing the level of fatigue. The spinal discs are more susceptible to injury when exposed to prolonged vibration. Vibration can also contribute to mental fatigue and induce sleep during prolonged exposure.

The amount of vibration can be reduced by properly maintaining your truck and by reducing the transfer of vibration from the truck to the seat. Ensure that:

- (a) Shocks and springs are in good condition.
- (b) Tires are in good condition and properly inflated.
- (c) Seat adjustments and controls work properly.
- (d) Padding in seat is not too worn or compressed.