

Ergonomics FAQs

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What is Ergonomics?

Ergonomics is the science of designing work environments and processes for the people who use them. Please visit the Ergonomics Introduction page for the answer to this question and more information.

What are the ergonomic risk factors?

Ergonomics focuses on identifying and reducing six important risk factors:

- Awkward postures
- Repetitive motion or sustained postures
- Excessive force
- Contact stress
- Vibration
- Temperature extremes

What do I do if I am in pain?

See your doctor or healthcare provider if you are experiencing symptoms of:

- tingling
- numbness
- pain in fingers, hands or wrists
- loss of strength or coordination
- sprain or severe strain

If you feel that you or a colleague are experiencing a medical emergency (heart attack, stroke, etc.), contact [Safety & Security](#) immediately by dialing 777 from your campus phone.

I feel that my workstation is improperly set up. What can I do?

Review the materials on this website, take the online ergonomics training, and complete the workstation ergonomics self-evaluation form.

Is ergonomics training is offered?

Yes, Office Ergonomics training with information on setting up your workstation and proper lifting techniques can be found on Blackboard. Instructions for accessing the Ergonomics training and a variety of other safety trainings can be found at <http://www.pace.edu/general-services/sites/pace.edu/general-services/files/EHS/Access%20instructions%20for%20Blackboard%20safety%20training%20updated.pdf>. The training is found in the "EH&S Training" folder and named "Office Ergonomics".

How long does the ergonomic self-evaluation take?

The Ergonomic Self-Evaluation takes most people 30-45 minutes of uninterrupted time to complete. Remember that for now, the self-evaluation is for those in the 'office' workstation environment.

Do I need permission from EHS to change an aspect of my workstation?

No. If you feel uncomfortable and moving your monitor makes you feel better, do it! However, it's a good idea to use the Ergonomic Self Evaluation to help you find neutral positions (if you are in an office workstation).

I need to buy some equipment for my workstation (a keyboard tray, mouse bridge, etc.). Do I need permission from EHS?

No. Ergonomic equipment can be bought the same way as a stapler for your office. Talk to your department's supervisor or business manager for information on ordering office equipment.

This piece of equipment has the label 'ergonomic' on it. Does that mean it's better than others?

Many products today tout themselves as 'ergonomic' because there is no real standard for this term yet. It doesn't necessarily mean it is better.

Contact Environmental Health & Safety with any additional questions.