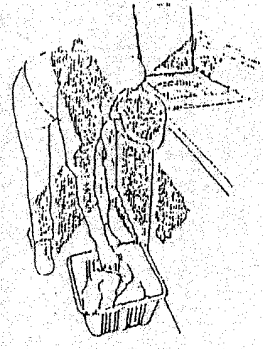


Workstation Design Checklist

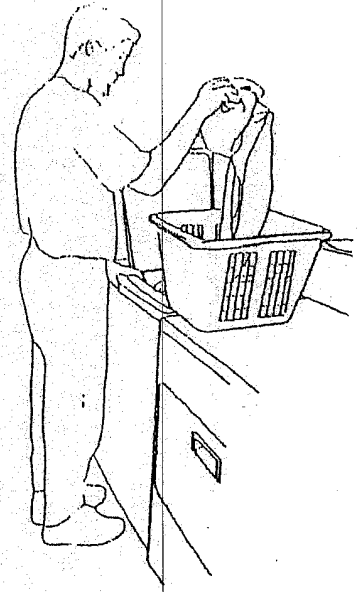
- Adjustable seat height (15-20")
- Adjustable back rest (angle and height)
- five leg caster base on chair
- foot rest
- viewing distance from eye to terminal 1
- viewing angle 10-20 degrees down
- detachable keyboard (preferred)
- table/desk height 26-29"
- moveable document holder

ADL - 13
Laundry - Loading Wash

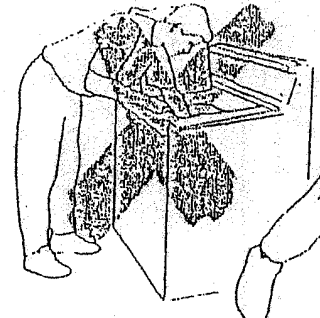


Place laundry basket so that bending and twisting can be avoided.

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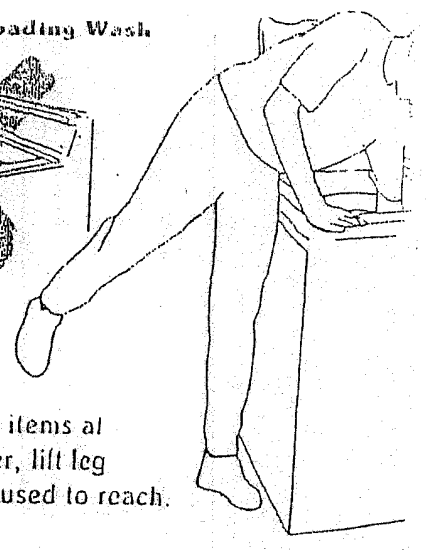


ADL - 14
Laundry - Unloading Wash



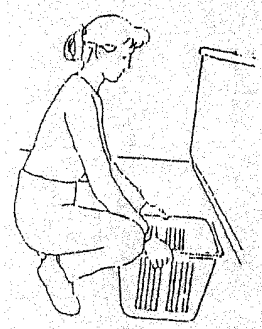
To unload small items at bottom of washer, lift leg opposite to arm used to reach.

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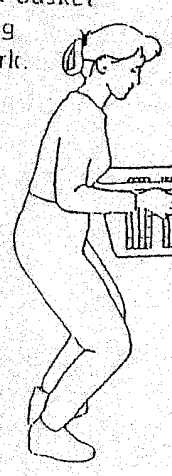


ADL - 15
Laundry Basket

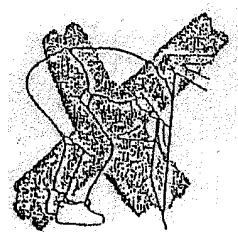
Squat down and hold basket close to stand. Use leg muscles to do the work.



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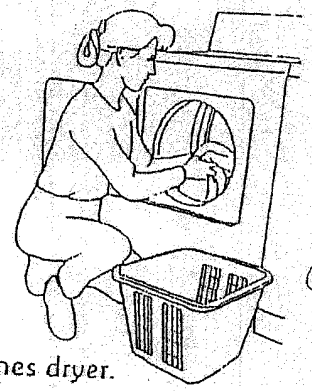


ADL - 16
Laundry - Unloading Dryer

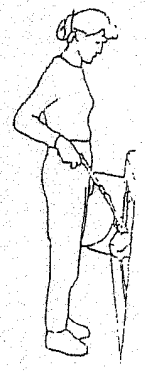


Squat down to reach into clothes dryer.

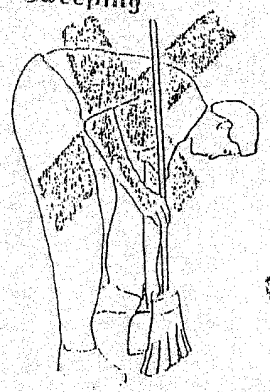
Copyright VHI 1995



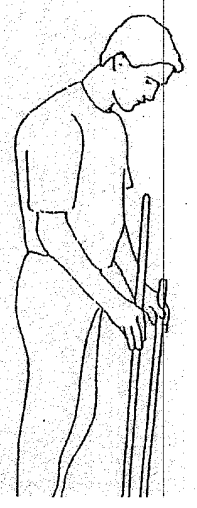
Small items can be placed in a large zippered mesh bag and pulled out using a reacher.



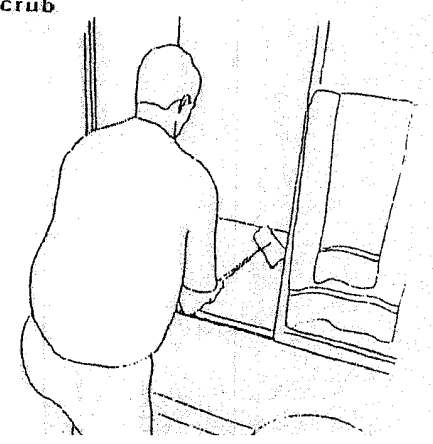
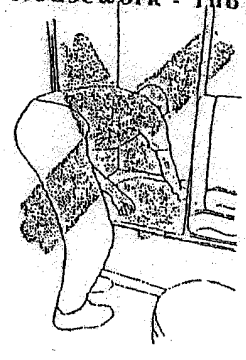
ADL - 17
Housework - Sweeping



Long-handled equipment



ADL - 18
Housework - Tub Scrub

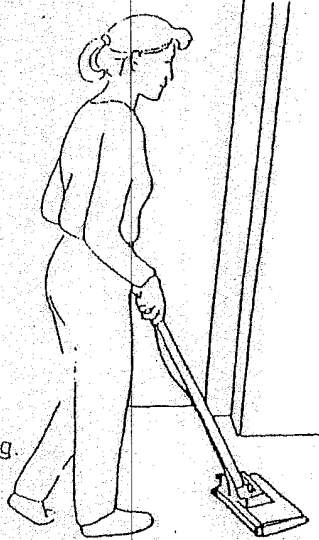


ADL - 19
Housework - Vacuuming

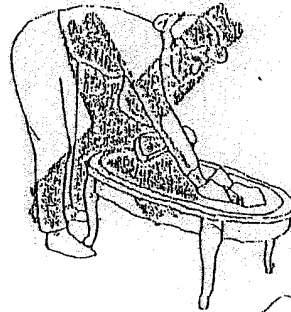


Hold the vacuum with arm held at side. Step back and forth to move it, keeping head up. Avoid twisting.

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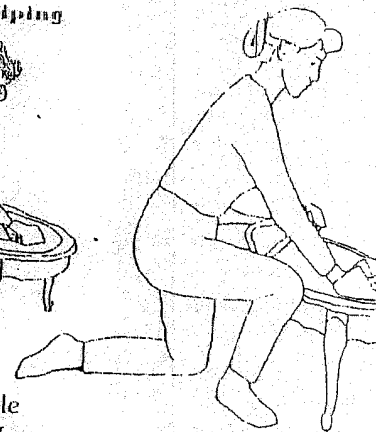


ADL - 20
Housework - Wiping



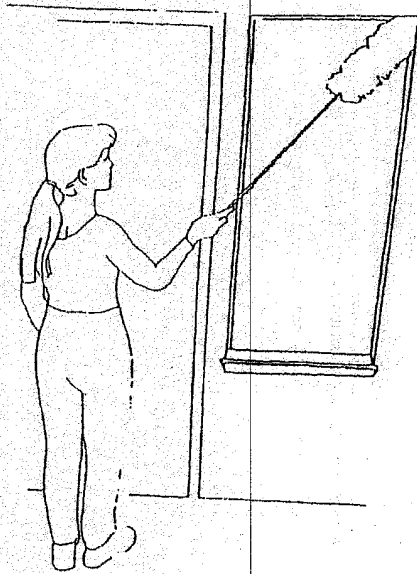
Position self as close as possible to reach work surface. Avoid straining your back.

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ADL - 21
Housework - Dusting

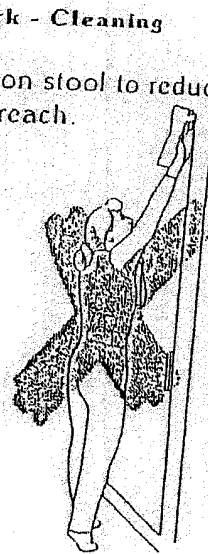
Use long-handled duster for hard to reach places to avoid straining.



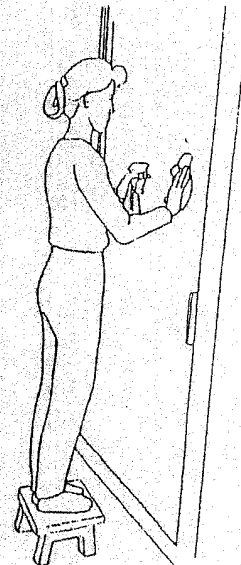
Copyright VHI 1995

ADL - 22
Housework - Cleaning

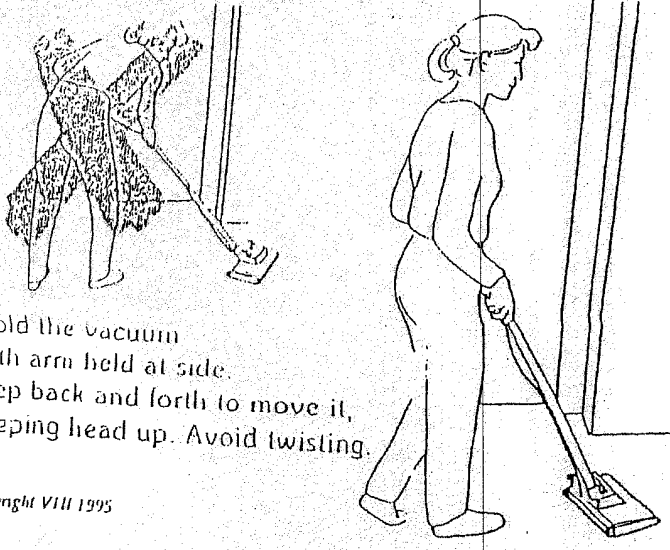
Raise self on stool to reduce overhead reach.



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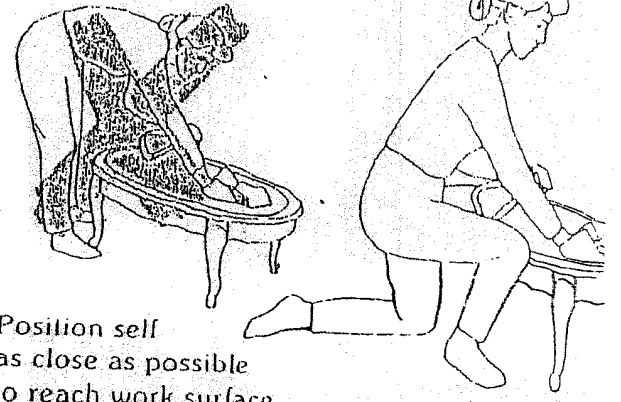
ADL - 19
Housework - Vacuuming



Hold the vacuum with arm held at side. Step back and forth to move it, keeping head up. Avoid twisting.

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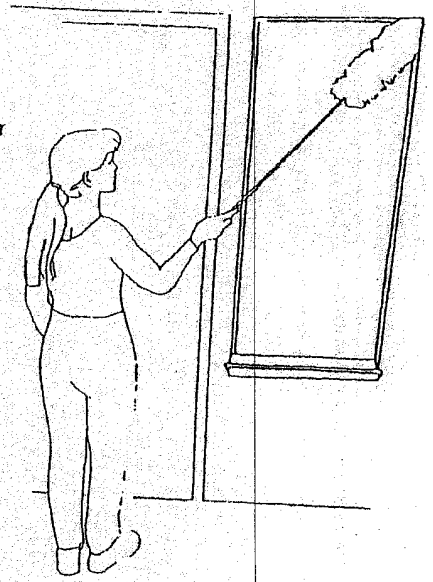
ADL - 20
Housework - Wiping



Position self as close as possible to reach work surface. Avoid straining your back.

Copyright VHI 1995

ADL - 21
Housework - Dusting

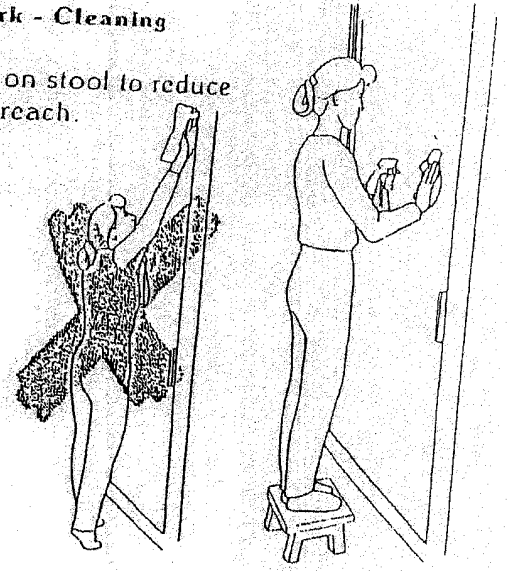


Use long-handled duster for hard to reach places to avoid straining.

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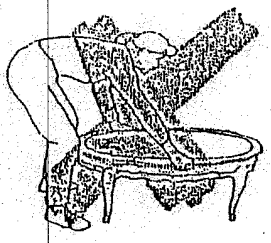
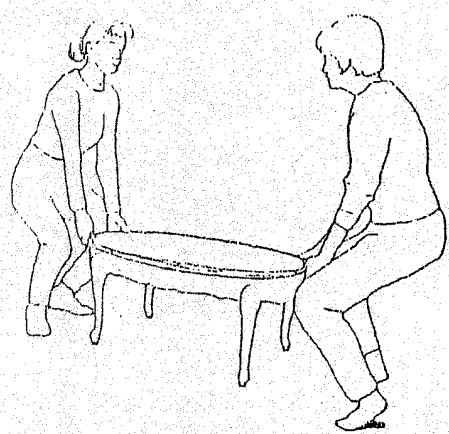
ADL - 22
Housework - Cleaning

Raise self on stool to reduce overhead reach.



Copyright VHI 1995

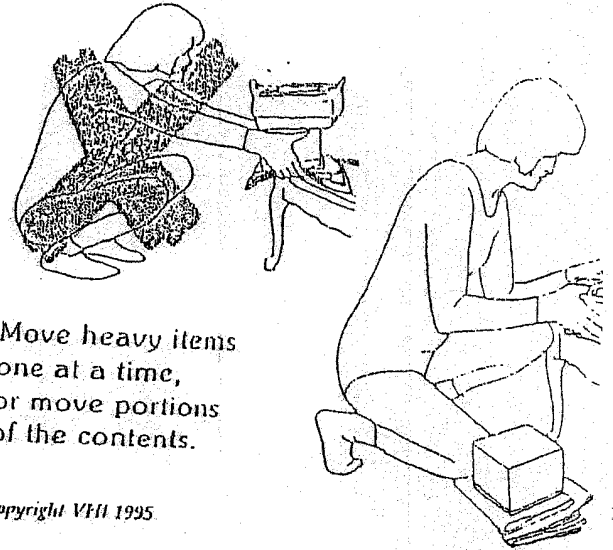
LIFTING - 2
Ask for Help



Ask for help and delegate to others when possible. Coordinate your movements when lifting together and maintain the low back curve.

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LIFTING - 1
Reducing Load

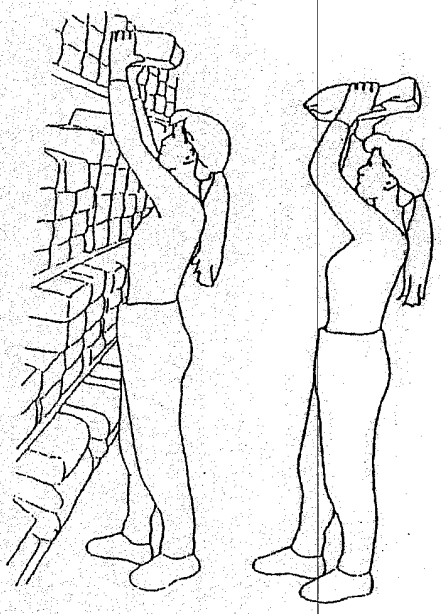


Move heavy items one at a time, or move portions of the contents.

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LIFTING - 4
Overhead

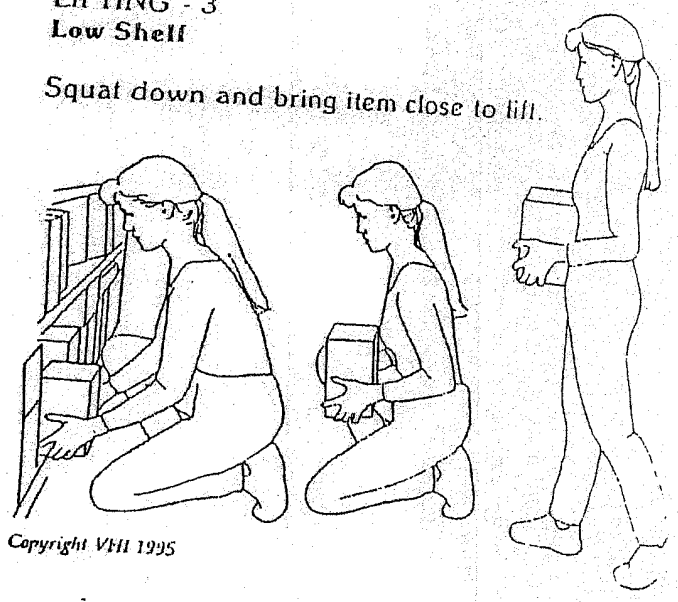
Shift weight from front foot to back as item is lifted off shelf.



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LIFTING - 3
Low Shelf

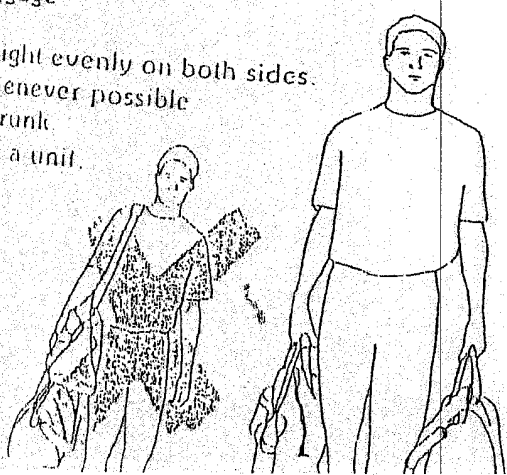
Squat down and bring item close to lift.



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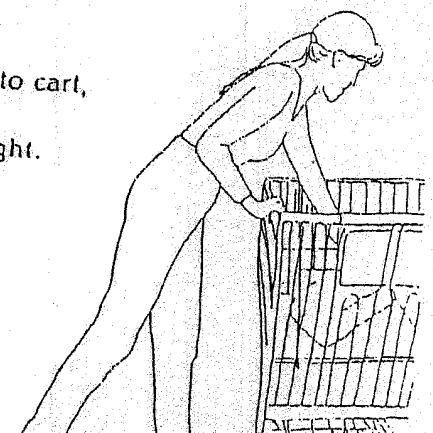
LIFTING - 6
Carrying Luggage

Distribute weight evenly on both sides. Use a cart whenever possible. Do not twist trunk. Move body as a unit.

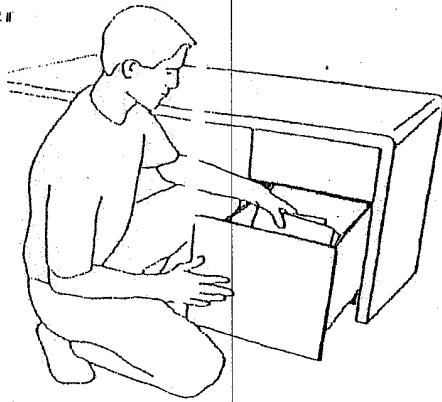
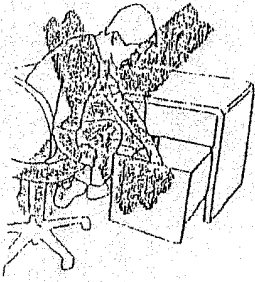


LIFTING - 5
Cart

When reaching into cart, lift opposite leg to keep back straight.



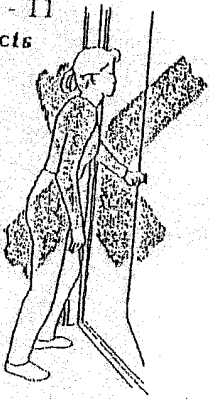
MOVEMENT - 7
Reaching Into Drawer



Squat to reach or rearrange your work area and avoid twisting and bending.

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MOVEMENT - 11
Moving Objects

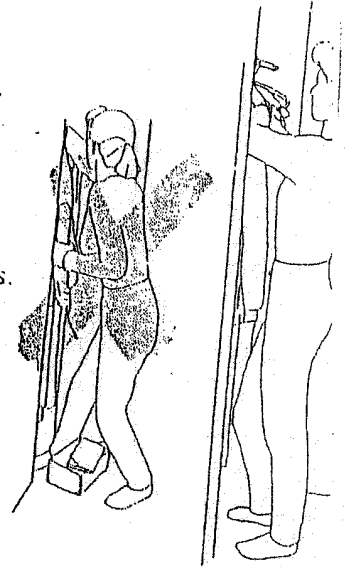


Keep elbows close at sides and use total body weight and legs to push or pull.

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MOVEMENT - 10
Planning Ahead

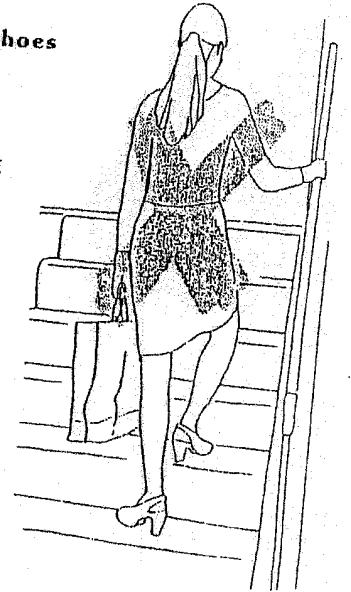
Don't rush!
Give yourself time to set up proper work conditions and carry out good body mechanics.



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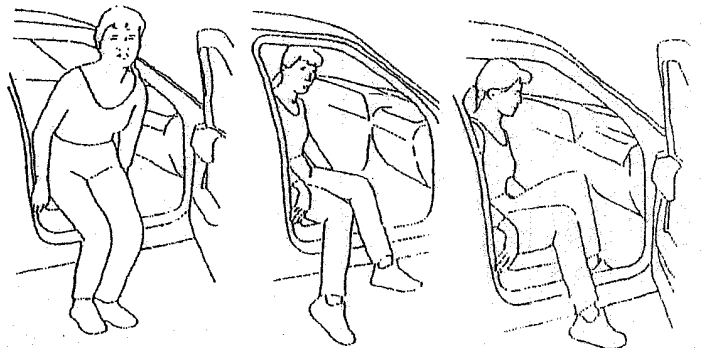
MOVEMENT - 13
Proper Clothing and Shoes

Avoid shoes that do not provide stable support or clothing that restricts movement. High heeled shoes are not advisable.



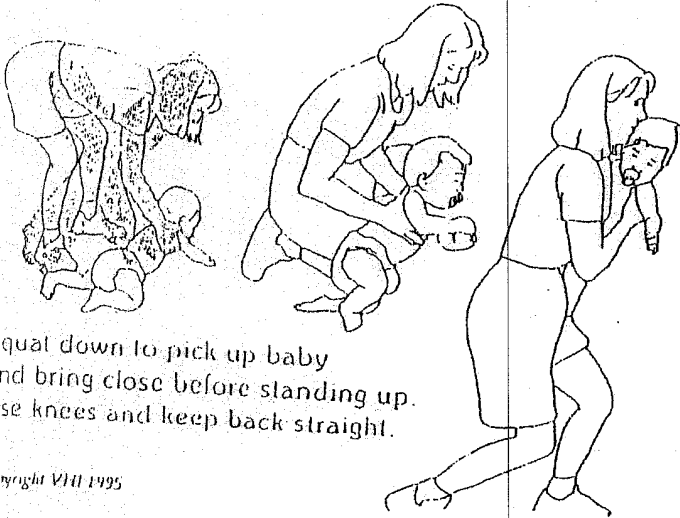
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MOVEMENT - 9
Getting Into / Out of Car



Lower onto seat...

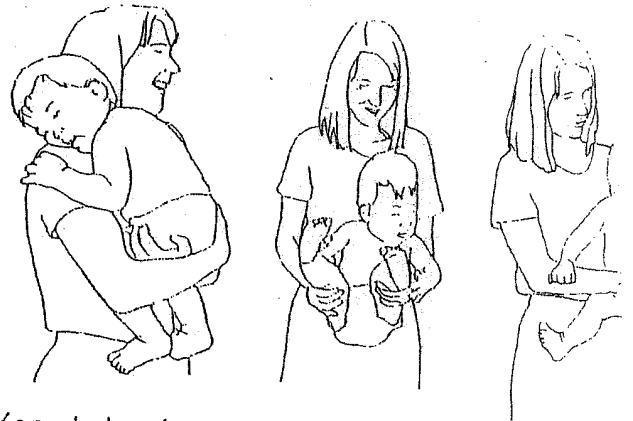
ADL - 29
Childcare - Picking Up from Floor



Squat down to pick up baby and bring close before standing up. Use knees and keep back straight.

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ADL - 30
Childcare - Carrying

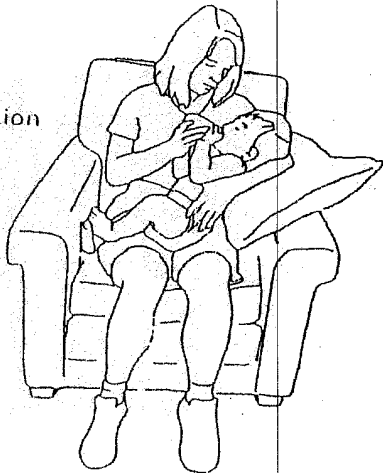


Keep baby close and as upright as possible

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ADL - 31
Childcare - Holding

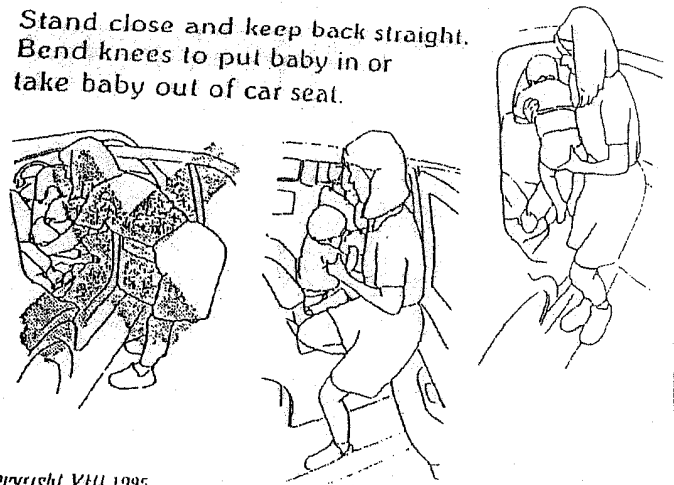
Use pillows to help position during feeding.



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ADL - 32
Childcare - In / Out of Car

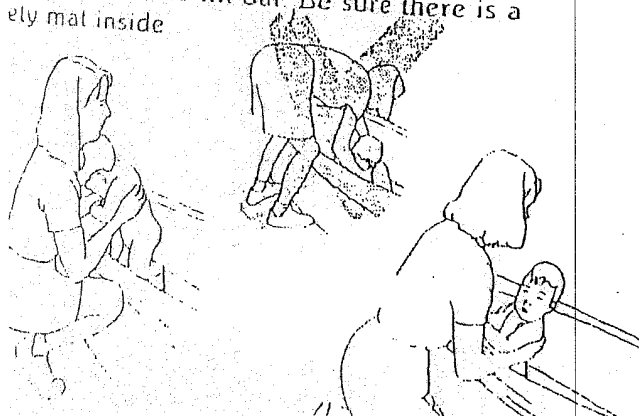
Stand close and keep back straight. Bend knees to put baby in or take baby out of car seat.



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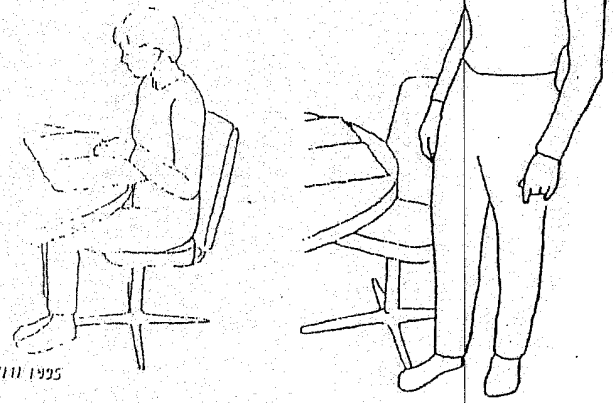
ADL - 33
Childcare - In / Out of Tub

Squat or kneel down close to edge of tub to lower baby into tub or to lift out. Be sure there is a safety mat inside.



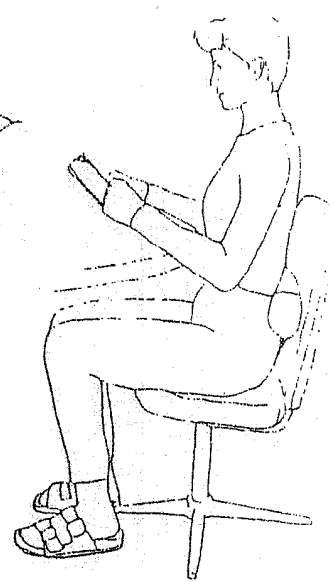
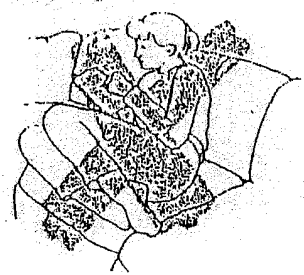
POSITIONING - 7
Alternating Positions

Alternate tasks and change positions frequently to reduce fatigue and muscle tension. Take rest breaks.



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POSITIONING - 8
Reading

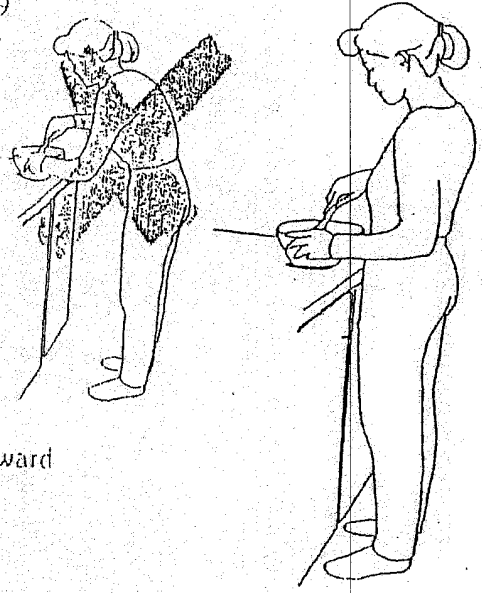


When reading, hold material in tilted position and maintain good sitting posture.

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POSITIONING - 9
Work Positioning

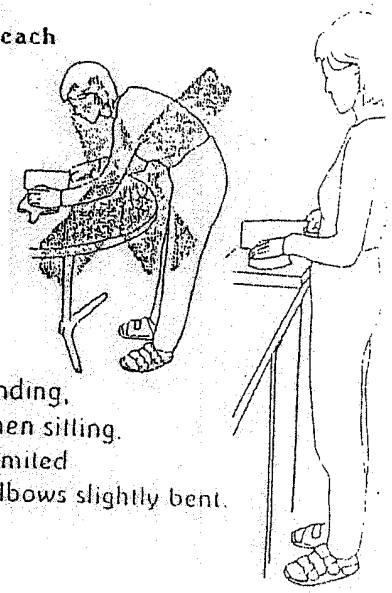
Position self close to work whether standing or sitting. Avoid straining forward of neck or waist.



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POSITIONING - 10
Work Height and Reach

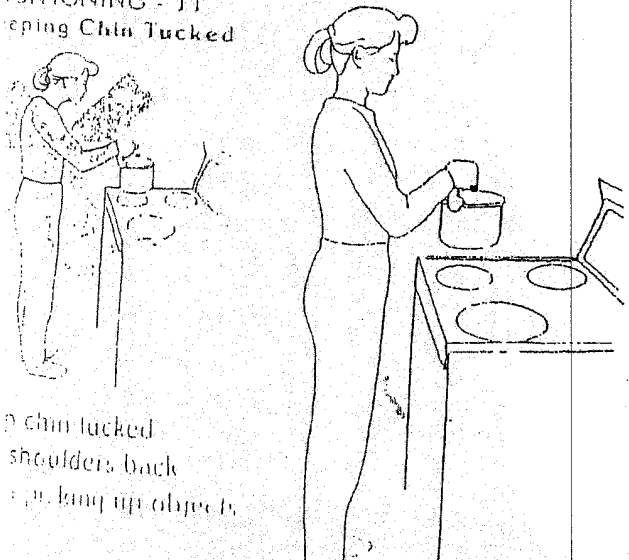
Ideal work height is no more than 2 to 4 inches below elbow level when standing, and at elbow level when sitting. Reaching should be limited to arm's length with elbows slightly bent.



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POSITIONING - 11
Keeping Chin Tucked

Chin tucked, shoulders back, keep long up objects.



POSITIONING - 12
Car

Before driving, adjust seat and steering (if tilt control) to ensure good posture.

Lambskin and a lumbar roll can be used for positioning whether riding or driving.

