

# Ergonomics

FOR STATE AGENCY AND PUBLIC UNIVERSITY OFFICE ERGONOMIC ASSESSORS



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## In the zone: Your Workstation

By [Patti Fitzmaurice](#), return-to-work consultant, State Agency team

When performing an ergonomic evaluation, focus on the work station layout to see if you can offer recommendations for arranging things differently. Share a copy of SAIF's workstation ergonomics leverage zones handout as a visual example of the importance of proper placement of items used throughout the day.

The first zone is the green zone, and it is located closest to you. Think of green as "you are good to go." It is where you should place items used most often during the day. Examples of these would be the keyboard and mouse.

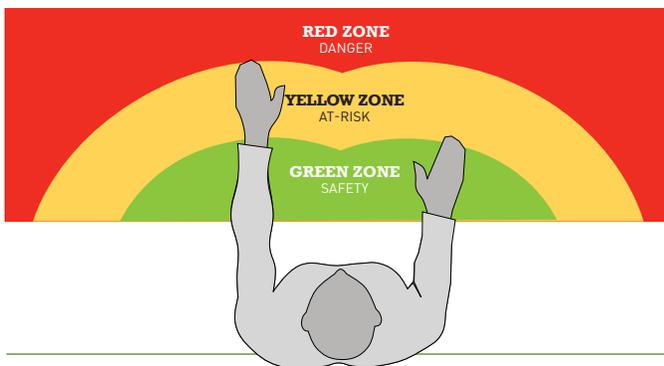
The next zone is the yellow zone. You should be more cautious in this zone, as

items placed a bit farther away increase the amount of force required to reach and lift. Items used less frequently such as the phone, stapler, or document holder generally should be in the yellow zone. If a headset is not used, you may want to recommend moving the phone to the green zone.

Items used the least often should be located in the red zone. This might include heavy binders, personal items, and family photos. With this in mind, remind the employee to temporarily relocate items from the red to the yellow or the green zone during periods of increased use. An example might be moving a binder off a

shelf to the desk surface if it is going to be used for a project. This would reduce the stress caused by reaching to the shelf for the binder repeatedly.

Tell the person to give the adjustments at least 21 days to determine whether or not the adjustments resulted in greater comfort throughout the day.



## Recent Ergo Assessor Graduates

Congratulations to the following employees who completed their required assessments for Office Ergonomic Assessor certification.

Sarah Bye | DAS

Kassia Riggs | DCBS

John Struve | DCBS

Grace Garcia | DHS

Samuel Martinez | DHS

Shanara Miller | DHS

Wendy Jackson | Ater Wynne, LLP

DeAnne Ray | DHS

Willy Tsang | DHS

Kelly Murray | DOC

Debbie Scalerta | DOC

Talinna Mashore | DOJ

Tony Morgan | DOJ

Martha Scofield | DOJ

Michael Lathrop | DSL

Chelsi Smith, ODOT

Christy Carney | OHA

Kathleen Gangle | OHA

Ellen Karnes | OHA

### Upcoming Economics Assessor Trainings

#### Basic Ergo Assessor

February 19 | Coos Bay

#### Basic Ergo Assessor

February 26  
Portland State University

#### Ergonomics Beyond the Office

February 19 | Coos Bay

#### Ergonomics Beyond the Office

February 26  
Portland State University

#### Ergonomics Beyond the Office

April 14 | Salem

For locations and to register online, visit [saif.com](http://saif.com)

### Online Resources

[State of Oregon Loss Management Training](#)

[Workstation leverage zone poster](#)

[SAIF Corporation Safety Topics](#)

### Ergo Assessor worksheet links

You can find the [PDF](#) version and the [Excel](#) version of the worksheet online.