

General Considerations

Ergonomics is the science that deals with fitting the job to the worker. While the work people do is varied and workers come in a variety of shapes and sizes, if we make thinking about **Safe Work Zones** a habit, we'll be ahead of the game. It's important to keep work close to our bodies and stay in positions that decrease stress and strain on our joints and soft tissues. This helps reduce the onset of muscle fatigue and will help avoid ergonomic injury, keeping all workers healthy, comfortable, and productive. Keep your hands *and* the load, object, or work within these **Safe Work Zones**, and avoid performing work outside of these zones as much as possible. Here are some quick tips to help you **Work in the Zone**.

Definition and Parameters for Safe Work Zones

Safe Work Zones	Best Work Zone	Acceptable Work Zone
Lowest Working Level	Bottom of fingertips hit your thighs with arms straight at your sides	Knee height
Highest Working Level	Armpit height just below shoulder	Shoulder height
Forward Arc of Reach	Reach to knuckles when keeping elbows at 90-degree bend tucked to sides (approximately 11 inches for females and 14 inches for males)	Reach to knuckles with arms comfortably out straight (approximately 22 inches for females and 28 inches for males)
Work to the Side	Done with arms within shoulder width	Done less than 12 inches on either side of the shoulders
Frequency of Work	Frequent to constant work (most of the day)	Seldom to occasional work (up to one third of the day)

