

|                                       |                           |                                        |                                                |                                    |
|---------------------------------------|---------------------------|----------------------------------------|------------------------------------------------|------------------------------------|
| <b>B</b>                              | <b>I</b>                  | <b>N</b>                               | <b>G</b>                                       | <b>O</b>                           |
| TAKE<br>SHORT<br>BREAKS               | ASSESS<br>LOAD            | ELBOWS<br>AND KNEES<br>AT 90<br>DEGREE | SHOULDERS<br>RELAXED                           | MONITOR<br>AT ARM<br>LENGTH        |
| DIVIDE<br>LOAD                        | SUPPORT<br>BACK           | PROPER<br>ADJUSTMENT<br>OF CHAIR       | AVOID<br>TWISTING<br>WHILE<br>CARRYING<br>LOAD | PROPER<br>TRAINING<br>FOR<br>STAFF |
| SUPPORT<br>ARM                        | USE<br>MECHANICAL<br>AIDS | <b>FREE</b>                            | BACK<br>STRAIGHT                               | KEEP<br>THIGHS<br>HORIZONTAL       |
| KEY BOARD AT<br>CONFORTABLE<br>HEIGHT | STRETCH                   | MAINTAIN<br>A FRIM<br>GRIP             | KEEP<br>OFTEN<br>USED<br>OBJECTS<br>CLOSER     | PLAN<br>ROUTE                      |
| KEEP<br>FEET<br>FLAT ON<br>FLOOR      | BEND<br>KNEES             | PROPER<br>ADJUSTMENT<br>OF SCREEN      | WORK<br>WITH A<br>PARTNER<br>TO LIFT           | DO RISK<br>ASSESSMENT              |

|                                            |                                                |                             |                              |                                    |
|--------------------------------------------|------------------------------------------------|-----------------------------|------------------------------|------------------------------------|
| <b>B</b>                                   | <b>I</b>                                       | <b>N</b>                    | <b>G</b>                     | <b>O</b>                           |
| USE<br>MECHANICAL<br>AIDS                  | AVOID<br>TWISTING<br>WHILE<br>CARRYING<br>LOAD | SHOULDERS<br>RELAXED        | DIVIDE<br>LOAD               | PROPER<br>ADJUSTMENT<br>OF CHAIR   |
| ELBOWS<br>AND KNEES<br>AT 90<br>DEGREE     | WORK<br>WITH A<br>PARTNER<br>TO LIFT           | MONITOR<br>AT ARM<br>LENGTH | BEND<br>KNEES                | PROPER<br>TRAINING<br>FOR<br>STAFF |
| KEY BOARD AT<br>COMFORTABLE<br>HEIGHT      | BACK<br>STRAIGHT                               | <b>FREE</b>                 | KEEP<br>THIGHS<br>HORIZONTAL | ASSESS<br>LOAD                     |
| KEEP<br>OFTEN<br>USED<br>OBJECTS<br>CLOSER | PROPER<br>ADJUSTMENT<br>OF SCREEN              | TAKE<br>SHORT<br>BREAKS     | DO RISK<br>ASSESSMENT        | STRETCH                            |
| MAINTAIN<br>A FIRM<br>GRIP                 | PLAN<br>ROUTE                                  | SUPPORT<br>ARM              | SUPPORT<br>BACK              | KEEP<br>FEET<br>FLAT ON<br>FLOOR   |

|                                  |                                       |                                                |                                      |                                            |
|----------------------------------|---------------------------------------|------------------------------------------------|--------------------------------------|--------------------------------------------|
| <b>B</b>                         | <b>I</b>                              | <b>N</b>                                       | <b>G</b>                             | <b>O</b>                                   |
| <b>BEND<br/>KNEES</b>            | PROPER<br>ADJUSTMENT<br>OF SCREEN     | AVOID<br>TWISTING<br>WHILE<br>CARRYING<br>LOAD | <b>PLAN<br/>ROUTE</b>                | BACK<br>STRAIGHT                           |
| <b>TAKE<br/>SHORT<br/>BREAKS</b> | KEY BOARD AT<br>CONFORTABLE<br>HEIGHT | MAINTAIN<br>A FRIM<br>GRIP                     | SUPPORT<br>BACK                      | MONITOR<br>AT ARM<br>LENGTH                |
| SUPPORT<br>ARM                   | DO RISK<br>ASSESSMENT                 | <b>FREE</b>                                    | STRETCH                              | KEEP<br>OFTEN<br>USED<br>OBJECTS<br>CLOSER |
| USE<br>MECHANICAL<br>AIDS        | PROPER<br>TRAINING<br>FOR<br>STAFF    | SHOULDERS<br>RELAXED                           | WORK<br>WITH A<br>PARTNER<br>TO LIFT | ELBOWS<br>AND KNEES<br>AT 90<br>DEGREE     |
| KEEP<br>THIGHS<br>HORIZONTAL     | <b>ASSESS<br/>LOAD</b>                | PROPER<br>ADJUSTMENT<br>OF CHAIR               | <b>DIVIDE<br/>LOAD</b>               | KEEP<br>FEET<br>FLAT ON<br>FLOOR           |