



# Ergonomics for Court Reporters



Ed Taube  
Arizona Chapter National Safety Council



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## Objectives



WHY?      WHAT?      HOW?



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## What is Ergonomics?

nomos (meaning law)  
ergon (meaning work)

literal meaning: laws of work



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**National Safety Council Definition**

Ergonomics is the study of human physiology and behavior to appropriately design the work and living environment.

It can also be referred to as "human factors engineering."



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**Ergonomic Injuries**

- Can be painful and debilitating
- May result in significant lost work time
- Take a long time to resolve
- Sometimes require surgery
- Require extensive physical therapy
- Very expensive to treat



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**Benefits of Effective Ergonomics**

- Healthier employees
- Increased morale
- Greater efficiency
- Lower turnover
- Fewer repetitive trauma injuries
- Less pain and suffering
- Reduced absenteeism
- Improved quality of work
- Reduction in worker's compensation claims



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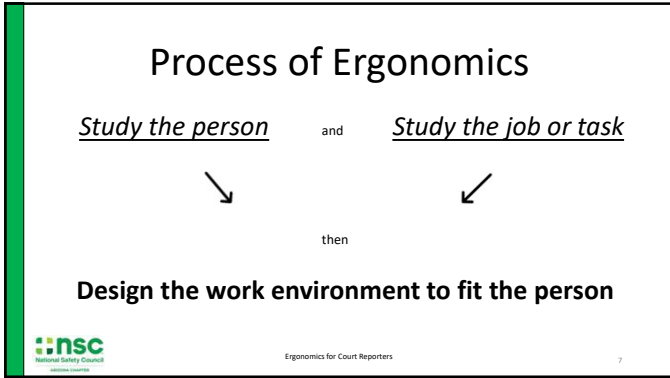
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This slide defines Musculoskeletal Disorders (MSDs). On the left, it lists "Musculoskeletal Disorders", "Cumulative Trauma Disorders", and "Repetitive Strain Injuries". On the right, a yellow box contains the text: "Disorders of the soft tissues, specifically of the muscles, nerves, tendons, ligaments, joints, blood vessels, and spinal discs. MSDs are caused by exposure to risk factors such as repetition, force, awkward postures, contact stress, or vibration." The nsc logo and "Ergonomics for Court Reporters" are at the bottom.

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This slide lists symptoms of MSDs, CTDs, and RSIs. The title is "Symptoms of MSDs, CTDs, RSIs". Below the title are six colored boxes containing the following symptoms: Pain, Swelling, Tingling, Numbness, Stiffness, and Weakness. The nsc logo and "Ergonomics for Court Reporters" are at the bottom.

9

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## MSDs Related to Court Reporters

- Eye strain
- Back pain
- Neck pain
- Shoulder pain
- Tendonitis
- Carpal tunnel syndrome
- Bursitis



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10

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## Treatments for MSDs and RSIs

Rest, icing, splinting, elevation, anti-inflammatory, steroid injection, surgery

Hand exercises, stretching, and light weightlifting can also be helpful



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11

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## Elements of an effective Ergonomic System

The ergonomic plan should be written

Worksite analysis

Identification of control measures

Medical management

Training and education



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12

12

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Analyze data    Look for trends    Measure against published guidelines    Conduct worksite analysis

**Recognizing Ergonomic Risk**

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13

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**Four Categories of Ergonomics Risk Factors**

Environment    Equipment    Work practices    Individual

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14

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**Worksite Analysis Methods**

Questionnaire/Comfort Survey

Interview

Job Observation

Walk-through Survey

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15

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# Recognizing Ergonomic Risk

## What hurts?



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16

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Ergonomics  
sample  
questionnaire

Do you experience discomfort in your <b>NECK</b> ? <input type="checkbox"/> NO <input type="checkbox"/> YES	HOW strong is the Discomfort? <input type="checkbox"/> MILD <input type="checkbox"/> MODERATE <input type="checkbox"/> STRONG	How often does this occur? <input type="checkbox"/> Rarely <input type="checkbox"/> A few days a month <input type="checkbox"/> A few days a week <input type="checkbox"/> Just about every day
Do you experience discomfort in your <b>SHOULDERS</b> ? <input type="checkbox"/> NO <input type="checkbox"/> YES	HOW strong is the Discomfort? <input type="checkbox"/> MILD <input type="checkbox"/> MODERATE <input type="checkbox"/> STRONG	How often does this occur? <input type="checkbox"/> Rarely <input type="checkbox"/> A few days a month <input type="checkbox"/> A few days a week <input type="checkbox"/> Just about every day
Do you experience discomfort in your <b>ARMS</b> ? <input type="checkbox"/> NO <input type="checkbox"/> YES	HOW strong is the Discomfort? <input type="checkbox"/> MILD <input type="checkbox"/> MODERATE <input type="checkbox"/> STRONG	How often does this occur? <input type="checkbox"/> Rarely <input type="checkbox"/> A few days a month <input type="checkbox"/> A few days a week <input type="checkbox"/> Just about every day
Do you experience discomfort in your <b>WRISTS</b> ? <input type="checkbox"/> NO <input type="checkbox"/> YES	HOW strong is the Discomfort? <input type="checkbox"/> MILD <input type="checkbox"/> MODERATE <input type="checkbox"/> STRONG	How often does this occur? <input type="checkbox"/> Rarely <input type="checkbox"/> A few days a month <input type="checkbox"/> A few days a week <input type="checkbox"/> Just about every day
Do you experience discomfort in your <b>BACK</b> ? <input type="checkbox"/> NO <input type="checkbox"/> YES	HOW strong is the Discomfort? <input type="checkbox"/> MILD <input type="checkbox"/> MODERATE <input type="checkbox"/> STRONG	How often does this occur? <input type="checkbox"/> Rarely <input type="checkbox"/> A few days a month <input type="checkbox"/> A few days a week <input type="checkbox"/> Just about every day



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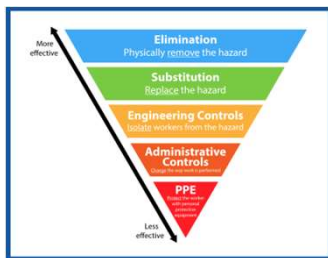
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# Hazard Controls



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## Engineering Controls

- Redesign of equipment or work area
- Substitution of a material or equipment
- Change in process



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19

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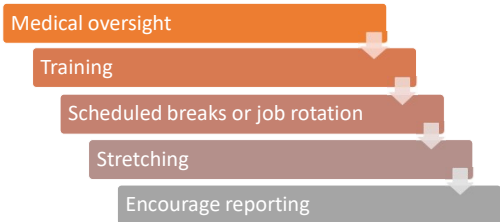
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## Administrative Controls



The diagram shows five levels of administrative controls in a staircase format, descending from top-left to bottom-right:

- Medical oversight
- Training
- Scheduled breaks or job rotation
- Stretching
- Encourage reporting



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20

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## Personal Protective Equipment

- Wrist splints
- Padding to reduce contact with hard surfaces
- Wearable supports to improve posture



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21

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**Questions?**



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**Thank you!**

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23

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