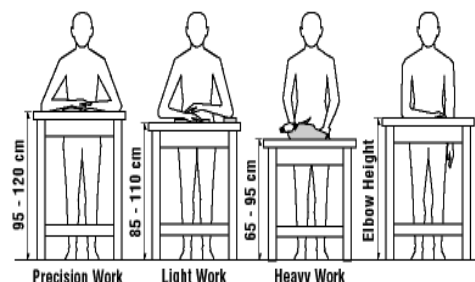


# Manual Materials Handling – Working Heights

- Adjust work height based on the type of task you are doing.
  - **Above Elbow Height (~2"/5 cm)** – precise, visually demanding tasks (e.g. writing, electronic assembly). Support forearm when able.
  - **Slightly Below Elbow Height (~2-4"/5-10 cm)** – light weights or forces (e.g. assembly-line, mechanical jobs).
  - **Below Elbow Height (~8-16"/20-40 cm)** – heavy/ demanding downward or upward forces.
- If the work surface is not adjustable:
  - Low work height - lower your body, e.g. bend your hips and knees, half kneel or sit in a chair.
  - High work height (above shoulder) - use a step stool or ladder.
- Ensure regular breaks are taken if doing work overhead or below knees for longer periods.



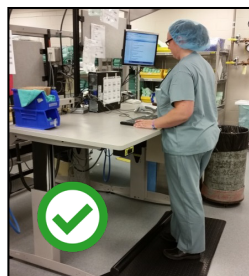
[https://www.ccohs.ca/oshanswers/ergonomics/standing/standing\\_basic.html](https://www.ccohs.ca/oshanswers/ergonomics/standing/standing_basic.html)

## DON'T...



VERSUS

## DO...



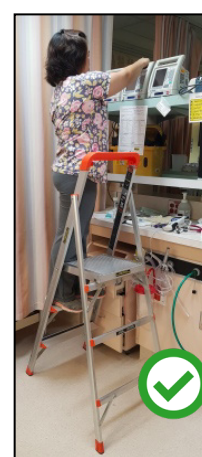
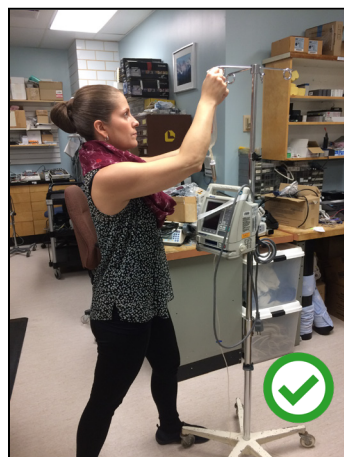
Don't:

- bend or round through back at low workstation
- overreach

- raise workstation height
- keep head and back straight
- keep elbows close to side of body



VERSUS



Don't:

- reach overhead or stand on tiptoes to access equipment

- lower I.V. hanger bar
- use an appropriate step ladder to decrease reaching overhead to access

## DON'T...



Don't:

- bend through the back and overreach when lifting from floor

VERSUS

## DO...



- bend at your hips and knees to lift from floor level



Don't:

- place feet and knees close together when working from a seated position
- bend through the back and overreach

VERSUS



- place feet and knees wide
- position work close and between your legs



- place one knee on the ground
- keep your back straight
- if needed place something under your knee for cushioning