



Training Solutions, Delivered!

THE ERGONOMICS OF CELL PHONES AND TABLETS

**Leader's Guide, Fact Sheet
& Quiz**

Item Number: 5120
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This easy-to-use Leader's Guide is provided to assist in conducting a successful presentation.

PREPARING FOR THE MEETING

Here are a few suggestions for using this program:

- a) Review the contents of the Fact Sheet that immediately follows this page to familiarize yourself with the program topic and the training points discussed in the program. The Fact Sheet also includes a list of Program Objectives that details the information that participants should learn from watching the program.
- b) If required by your organization, make an attendance record to be signed by each participant to document the training to be conducted.
- c) Prepare the area and equipment to be used for the training. Make sure the watching environment is comfortable and free from outside distractions. Also, ensure that participants can see and hear the TV screen or computer monitor without obstructions.
- d) Make copies of the Review Quiz included at the end of this Leader's Guide to be completed by participants at the conclusion of the presentation. Be aware that the page containing the answers to the quiz comes before the quiz itself, which is on the final page.

CONDUCTING THE PRESENTATION

- a) Begin the meeting by welcoming the participants. Introduce yourself and give each person an opportunity to become acquainted if there are new people joining the training session.
- b) Introduce the program by its title and explain to participants what they are expected to learn as stated in the Program Objectives of the Fact Sheet.
- c) Play the program without interruption. Upon completion, lead discussions about your organization's specific policies regarding the subject matter. Make sure to note any unique hazards associated with the program's topic that participants may encounter while performing their job duties at your facility.
- d) Hand out copies of the review quiz to all of the participants and make sure each one completes it before concluding the training session.

5120 THE ERGONOMICS OF CELL PHONES AND TABLETS FACT SHEET

LENGTH: 1:35 MINUTES

PROGRAM SYNOPSIS:

In today's technology driven and ever-changing world, the ability and necessity of working from home or at a remote location is on the rise. Generally referred to as "remote work", this working arrangement commonly finds workers performing their job duties from a "home office" or a "home-based worksite." There are many benefits of remote work for both the employee and employer; however, it is important that all parties understand their responsibilities related to the safety and health of remote workers. This program provides an overview of ergonomic considerations related to the use of cell phones and tablets.

Topics include avoiding awkward postures and repetitive movements, how to prevent overstretching the thumbs and fingers, changing grip or device orientation, head and neck posture and stretch breaks.

PROGRAM OBJECTIVES:

After watching the program, the participant should be able to explain the following:

- How to avoid thumb and finger strain while keying;
- Which head and neck postures to avoid while using cellphones;
- How to avoid holding the same posture and repeating the same movements for extended periods of time.

INSTRUCTIONAL CONTENT:

THE ERGONOMICS OF CELL PHONES AND TABLETS

- Remote workers and workers "on the go" often find themselves keying or navigating the screen of a cell phone or tablet. Just like any other activity, maintaining good posture and avoiding continued repetitive movements are important safety considerations.
- Periodically change your grip and the device's orientation.
- Alternate between using your thumbs and fingers when doing a large amount of keying or navigating.
- Your grip and the size of your device will determine which areas of the screen you can reach easily.
- To prevent joint strain, keep the majority of your screen contact within these easy reach areas during heavy use.
- If this is not possible, change your grip, reorient your phone or use two hands to more easily reach all areas of the screen.
- Try to avoid excessively gripping the phone or tablet while holding it.
- Find a grip and keying style that allows you to keep your wrists in a neutral posture and always avoid holding the wrist, thumb or fingers at an awkward angle.
- You must also consider your head and neck posture. Avoid awkward postures such as looking down excessively or holding the cell phone between your ear and shoulder.
- While interacting with or viewing the device, keep your head up and in a neutral posture. Your elbows should also be relaxed and in a neutral position while keying or viewing.
- Avoid holding the same posture or repeating the same movements for extended periods of time. Take periodic stretch breaks and change positions frequently.
- To alleviate neck and shoulder pain, avoid cradling the telephone receiver between your head and shoulder.
- If telephone use is a large part of your job, you should utilize a comfortable headset to reduce the ergonomic strain of holding a handset.
- It's important to avoid sitting in the same posture or repeating the same movements for extended periods of time. Avoid this by taking periodic stretch breaks, changing positions or switching between job tasks.

THE ERGONOMICS OF CELL PHONES AND TABLETS

ANSWERS TO THE REVIEW QUIZ

1. b

2. a

3. a

THE ERGONOMICS OF CELL PHONES AND TABLETS
REVIEW QUIZ

The following questions are provided to determine how well you understand the information presented in this program.

Name _____ Date _____

1. Maintaining good posture and avoiding continued repetitive movements are NOT considered important during tablet and cell phone use.
 - a. True
 - b. False

2. You should alternate between using your thumbs and fingers when doing a large amount of keying or navigating.
 - a. True
 - b. False

3. To avoid holding the same posture or repeating the same movements for extended periods of time, you should take periodic stretch breaks and change positions frequently.
 - a. True
 - b. False