

Use of phone

Main recommendations

- ❖ Change the hand when you are talking at the phone;
- ❖ Position the phone so that you can perform simple tasks such as taking notes without twisting or cradling the phone on your shoulder.
- ❖ Cradling the phone between the shoulder and ear can cause awkward neck and shoulder postures and can lead to injury if used for prolonged periods or frequently throughout the day.
- ❖ If you use the telephone frequently, a headset should be used to allow for hands-free operation. This will eliminate cradling of the phone between shoulder and ear while writing, handling documents or using the computer.



http://www.safetyoffice.uwaterloo.ca/hse/office_ergo/ergoguide.htm