

Ergonomics

Conquer Clutter

What is your workstation for? Not surprisingly, the answer is a place for you to get your work done. If your workstation is well-designed and properly maintained, it should serve you well.

It is possible your work area is hindering, not helping, you do your work. Clutter, trash, dirt and disorganization can all get in your way.

Take inventory of the items in

your work area. Are all of them contributing to your work? Damaged tools, broken chairs, obsolete equipment and excess materials are not helping the cause. In fact, they are likely causing you frustration and inefficiency and may create even unsafe situations. Get rid of useless items by sending them out with the trash or recycling. Tools and equipment can be turned in for repair and reuse elsewhere in the plant.

Personal items can also clutter a work area. Unauthorized radios and coffeepots can be fire hazards in addition to causing clutter. Souvenirs, certificates and team bowling trophies tend to turn into eyesores after awhile. Bulletin boards with yellowing cartoons and announcements of events long past also contribute to the overall messy appearance of a work station.

Arrange your tools and materials for the work to flow efficiently through your work station. Your

arrangement might not be quite the same as another person would choose because your methods of working are slightly different. Place frequently used items near at hand. Use lower priority space for other items.

Some people work more comfortably with all projects and materials out in plain sight. Others like to have everything stored away except what they are working on at the moment. Arrange your work station the way you like to work — within the bounds of safety and company policy.

Have a place for everything, and return it to that place as soon as you are finished with it. But have no more items than you need in your work area.

Surroundings free of clutter help you think more clearly. When you are able to focus on the job at hand, you can do your job better and avoid accidents.

Spiff up your work area to give yourself a lift. When you keep your workstation clean, tidy and well-organized, you help yourself to work more effectively and safely.

