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**Produce Spreadsheets
Excel 2007
BSBITU304A**

Software Publications Writing Team

BSBITU304A

This book supports BSBITU304A, Produce Spreadsheets.

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Manual Handling

Occupational Overuse Syndrome

Repetitive work such as typing is considered to be manual handling. Workers need to:

- control workflow (spread workload out or share workloads)
- do a variety of tasks
- take regular rest breaks
- ensure that work station and equipment design is effective and efficient

OOS (Occupational Overuse Syndrome) or RSI (Repetitive Strain Injury) affects people whose work requires doing repetitive tasks. This particularly applies to computer, keyboard or clerical work.

Symptoms can be extremely uncomfortable and warning signs include:

- burning
- tingling
- numbness
- weakness



Factors that cause OOS Risk

- poor posture
- badly designed workstations and inadequate equipment
- repetitive movements
- pressure from deadlines

Minimise OOS Risks

- Avoid holding or keeping the same postures for too long. Move to increase blood supply to the working muscles.
- Use safe, adjustable furniture and adequate equipment.
- Take rest breaks.
- Rotate tasks (for example filing).
- Have a well-organised space to ensure that frequently used items are within reach. Do not overreach for items on your desk, rather stand up to get them.

Workstation Exercises

During a rest break and at regular intervals try some of the following stretches or exercises:



Chin Tucks

Gently tuck your chin in towards your neck. Hold this pose for about 10 seconds. Repeat several times. (As if you were nodding “yes” slowly).



Head Turn

Gently turn your head to the left. Hold the pose for about 10 seconds. Repeat the pose to the right. Do this several times. (As if you were nodding “no” slowly).



Shoulder Rotations

Gently roll your right shoulder three times forwards and then backwards. Repeat with the left shoulder. Do both shoulders together.



Arm Stretch

Interlace your fingers in front of your body. Gently raise your arms above your head with your palms facing the ceiling. Hold this pose for 10 seconds and repeat a couple of times.



Arm Stretch

① Raise your right arm and place your right hand between your shoulder blades.



② Place your left hand on your right elbow. Apply gentle pressure to stretch your right arm. Hold this pose for 10 seconds then change arms. Repeat a few times.

Eye exercises



Keeping your head still look to the left.



Keeping your head still look to the right.

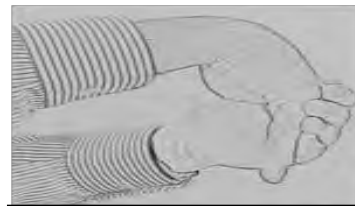


Focus on a distant object for about 10 seconds.

Hand exercises



Keep Elbows straight. Gently press fingers towards you. Repeat 3 times and change hands.



Keep elbows straight. Gently bend hand downwards towards the floor; slowly roll fingers into a fist. Repeat 3 times and change hands.

Activity 2



1. List at least *three* physical risks at work.

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2. List at least *two* mental risks at work.

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3. Describe at least *two* exercises you could do during a rest break.

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Notes: