BODY DISCOMFORT, PHYSICAL LOAD AND FLEXIBILITY LEVEL IN WORKERS OF A SECRETARIAT OF A HIGHER EDUCATION INSTITUTION

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Introduction: The aim of this study was to identify the profile of the employees of a Secretary of an Education Institution with regard to the complaint of pain and discomfort body postures and biomechanical overload during task performance and level of physical flexibility. **Method:** Participants were 41 employees who perform their work activities in sitting on computerized terminals. The instruments used in data collection were: Scale of Pain and/or Discomfort Body, RULA method, Wells’s seat to perform the Sit and Reach test. The data were processed using descriptive statistics (mean, standard deviation, relative frequency) and inferential. In association between categorical variables we used the chi square or Fisher, as needed. Comparing the normal numerical variables, we used the t test for independent samples or oneway ANOVA, as levels of comparison. For numeric variables not normal, we used the Mann Whitney U test or Krusskal Wallis, as levels of comparison. Data normality was verified by the Shapiro-Wilk. A significance level of 5% was adopted. **Results:** As results, was detected an average age of 32 years, 5.32 years as mean time of work and working hours of 40 hours per week. Regarding complaints of pain and bodily discomfort were verified shoulders (63.4%), cervical spine (61%) and lumbar spine (56.1%), respectively, as the body segments most prevalent. The analysis of the attitudes of different segments was observed that no position was considered acceptable, it means, all postures generate risk on health of the worker - since most needed positions brief changes (n = 20) or immediate (n = 15). Analyzing flexibility of posterior muscular chain, most employees had low performance, it means, values were below average according to age groups and gender to test "sit and reach". **Discussion:** It is thus a negative profile of employees of this study with regard to the complaint of pain and discomfort body postures and biomechanical overload during task performance and level of body flexibility, which separately or together may cause risks to health worker possibly affecting their performance and quality of life. **Keywords:** Ergonomics, health worker, sitting posture.