



HEALTHY@HARRIS
Caring for ourselves so we can care for others

HARRISHEALTH
SYSTEM

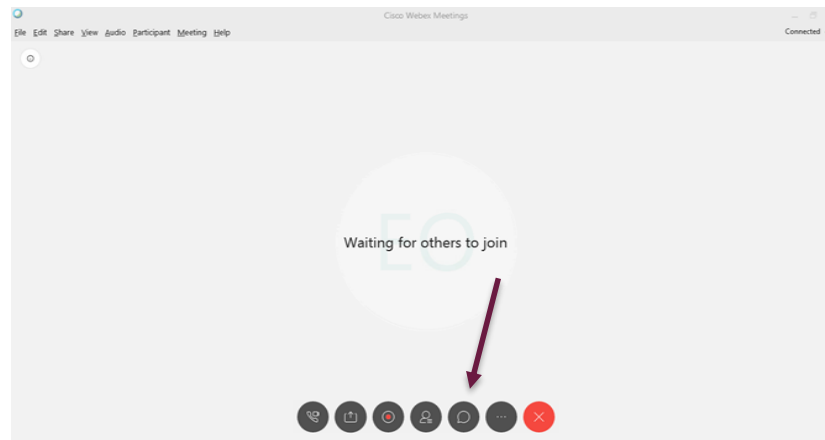
Ergonomics 101 – Workstation Basics

Taught by the Harris Health System Employee Wellness Team

Engage and Interact

Questions – Type questions, thoughts, examples, in the chat box, the more interaction the better.

Premium Points - You can only receive credit for one Wellness Class per day. You will not receive credit for Wellness Classes you have already completed. Please allow up to 4 weeks for your points to be reflected on myCigna.com.



Ergonomics 101

Class 1 – Posture

Class 2 – Workstation Basics

Class 3 – Vision & Tech Neck

Class 4 – Preventing Repetitive Stress Injuries

Class 5 – Back Injury Prevention

Class 6 – Postural Assessment and Correction

Agenda & Learning Objectives

- Define Ergonomics
- Neutral posture
- Learn how to adjust any workstation
- Create your Ritual



What is Ergonomics?

The science of fitting the JOB to the WORKER

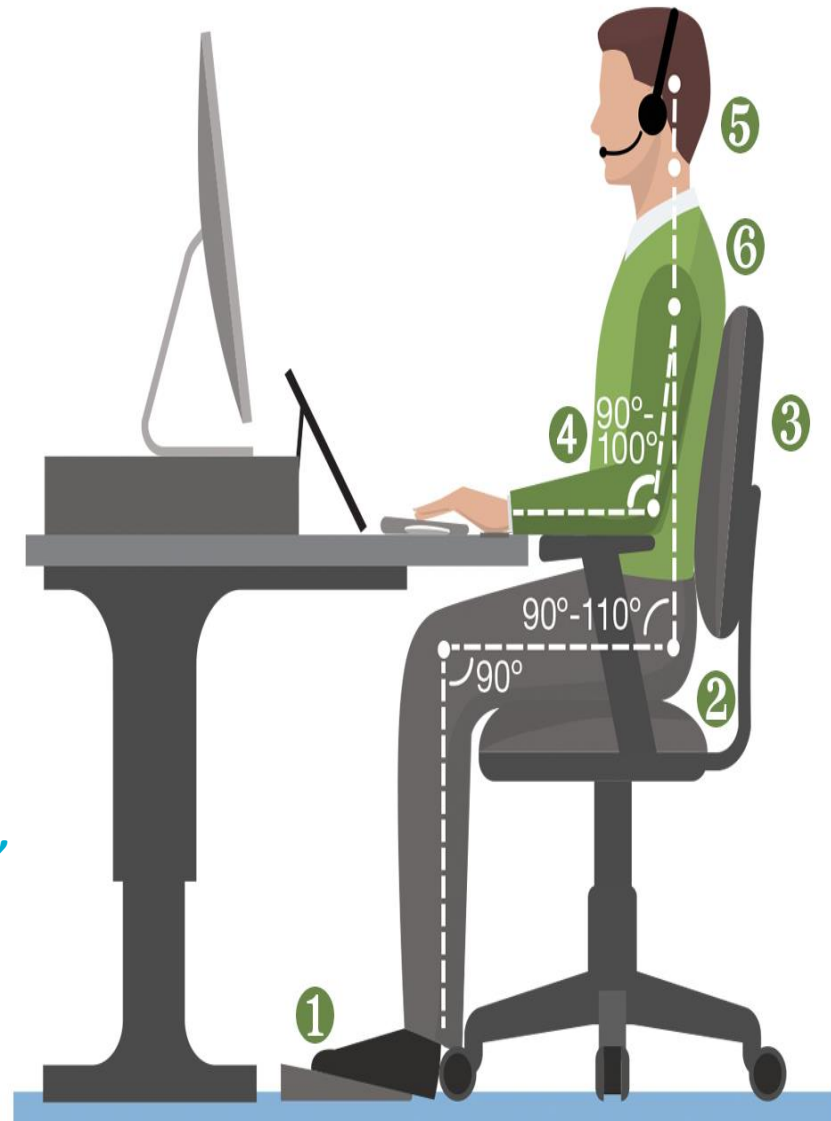


Neutral Posture

The position that requires the least amount of muscular activity.

Ears, shoulders, elbows & hips should be in alignment while working at your computer.

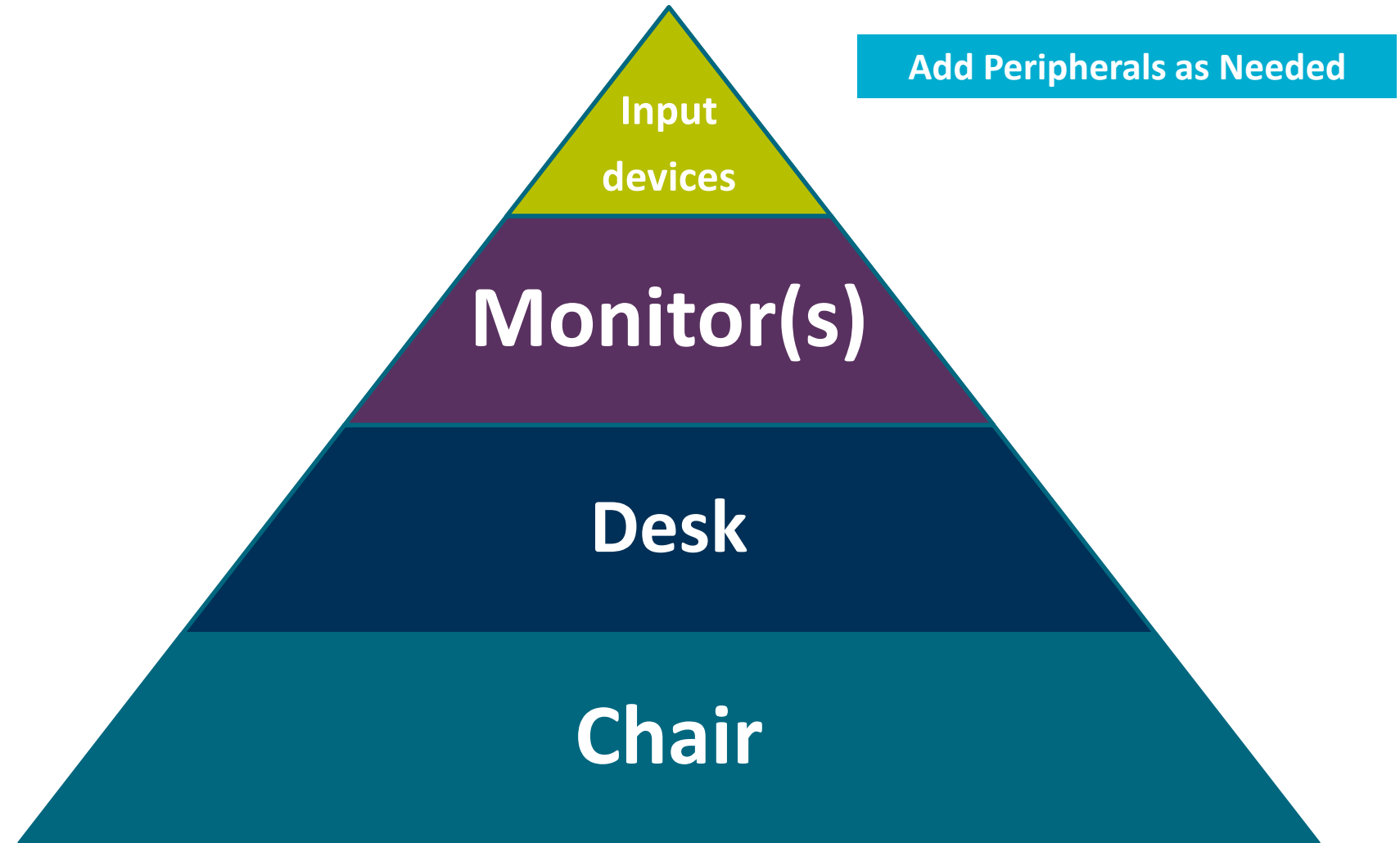
*“Stand up straight and realize who you are, that you tower over your circumstances.”
- Maya Angelou*



Head's up! Poll #1



Start from the ground up

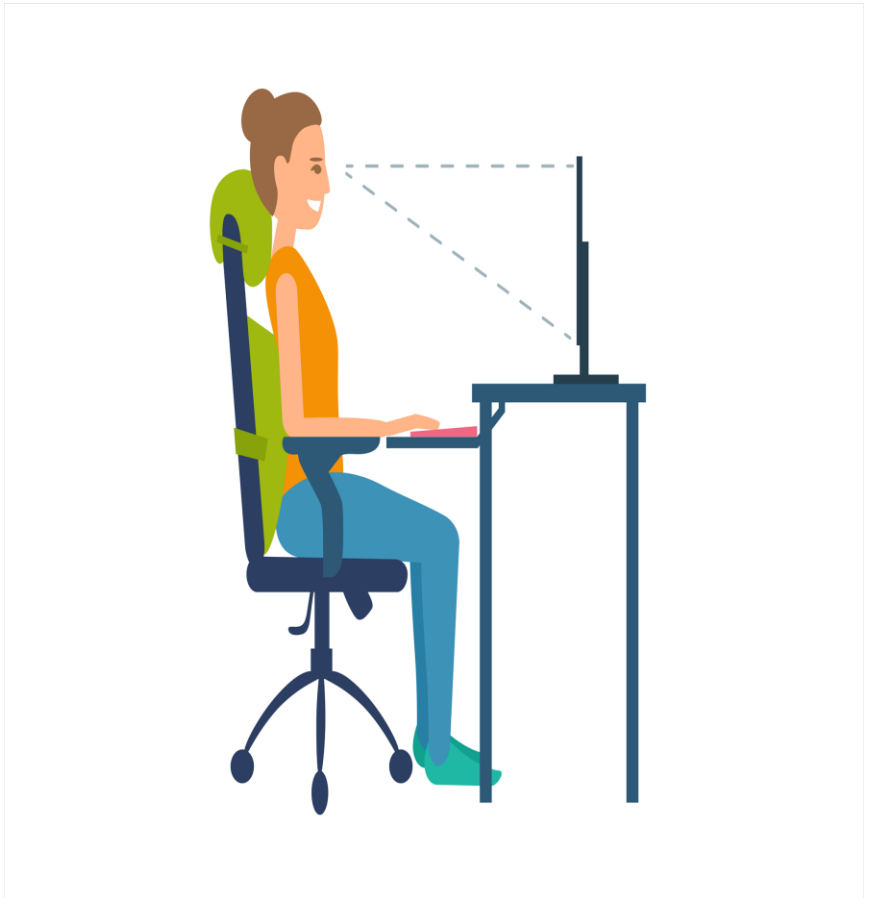


Chair

- Height
- Seat pan
- Seat Angle
- Lumbar support
- Seat back adjustment
- Armrests

Desk

- Fixed or adjustable
- Keyboard trays
- Curved edge or straight edge
- Shared workstations
- Room underneath
- Clean



Types of Workstations



Input devices

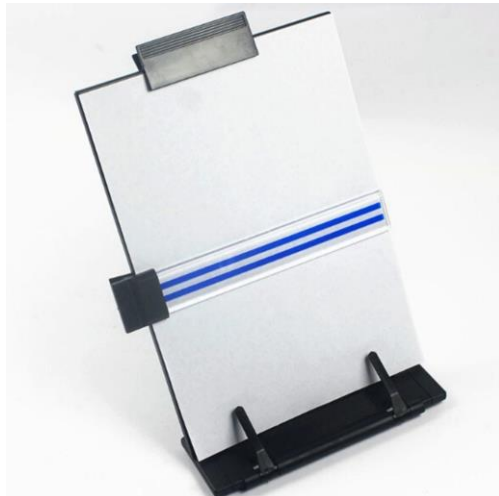
- Float vs. off-load
- Neutral forearm position
- Dual mouse
- Wrist angle while typing
- Speech recognition software
- Short-cut keys
- Mice, keyboards & number pads (oh my!)



Monitors

- Distance and angle
- Single vs multiple
- Size, orientation and display settings
- 20-20-20 Rule
- Glasses, bifocals/progressives, contacts
- Glare screens

Peripherals



Write Your Ritual

Tips for writing rituals

1. Make them SMART
2. Few at a time
3. Focus on what you want, not what you don't want
4. Create a supportive environment

Writing a Ritual

Your Ultimate Mission



Write Your Workstation Ritual

Examples:

- Today, I will research two different types of mice
- I will adjust my desk to standing 2x a day for 20 minutes
- I will review my office setup to ensure it is encouraging proper posture at least once a week.

Summary

- When adjusting any workstation, start from the ground up
- Make your workstation conform to you, not the other way around

Track your rituals

Ergonomic Evaluation Requests

Requirements:

1. Complete all 6 classes of Ergonomics 101
2. Complete the Virtual Workstation Evaluation Request Form

Virtual Workstation Evaluation contact:
employeeewellness@harrishealth.org

Non-office/Industrial Evaluation contact:
suzanne.young@harrishealth.org

Resources

Ergonomic Resources

[OSHA eTools for Posture](#)

[OSHA Workstation Checklist](#)

[OSHA - Computer Workstations](#)

[Driving Ergonomics](#)

[OSHA - Controlling Ergonomic Hazards](#)

[Postural Correction Exercises](#)

www.common sense media.org

[Back Safety for Healthcare](#)

[Virtual Workstation Evaluation Request Form](#)

Stress Management Resources

- Employee Assistance Program
Online: www.feieap.com,
 - 800.638.3327
 - Username: hhs
- Well Powered Living
- Cigna Behavioral Health
 - Visit **myCigna.com** or call the toll-free number on your Cigna ID card.
 - Call Cigna Behavioral at **800.274.7603**.
 - Go to **Cignabehavioral.com** for extra resources.
- Coaching
 - Telephonic health coaching:
855-246-1873
 - Onsite health coaching: Contact Latecia Murphy
 - Office: 713-873-6407
 - Email: Latecia.Murphy@harrishealth.org

Contact Us!

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[Visit our internet site!](#)