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 is…

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

Add Peripherals as Needed

Input devices

Monitor(s)

Desk
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

<table>
<thead>
<tr>
<th>Specific</th>
<th>Measurable</th>
<th>Achievable</th>
<th>Realistic</th>
<th>Timely</th>
</tr>
</thead>
<tbody>
<tr>
<td>What do you want to do?</td>
<td>How will you know when you’ve reached it?</td>
<td>Is it in your power to accomplish it?</td>
<td>Can you realistically achieve it?</td>
<td>When exactly do you want to accomplish it?</td>
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</tbody>
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Your Ultimate Mission

Healthy@Harris Employee Wellness   Employeewellness@harrishealth.org   346-426-1597
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: employeewellness@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.commonsensemedia.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!

356-426-1597
employeewellness@harrishealth.org
Visit our internet site!