



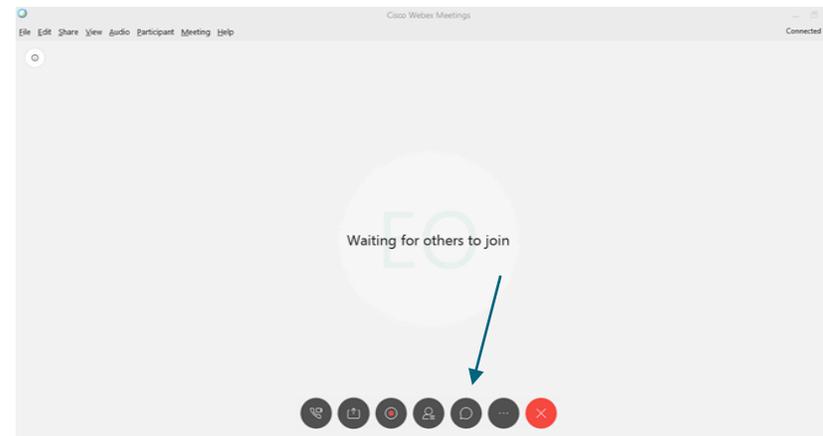
# Ergonomics 101 – Workstation Basics

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

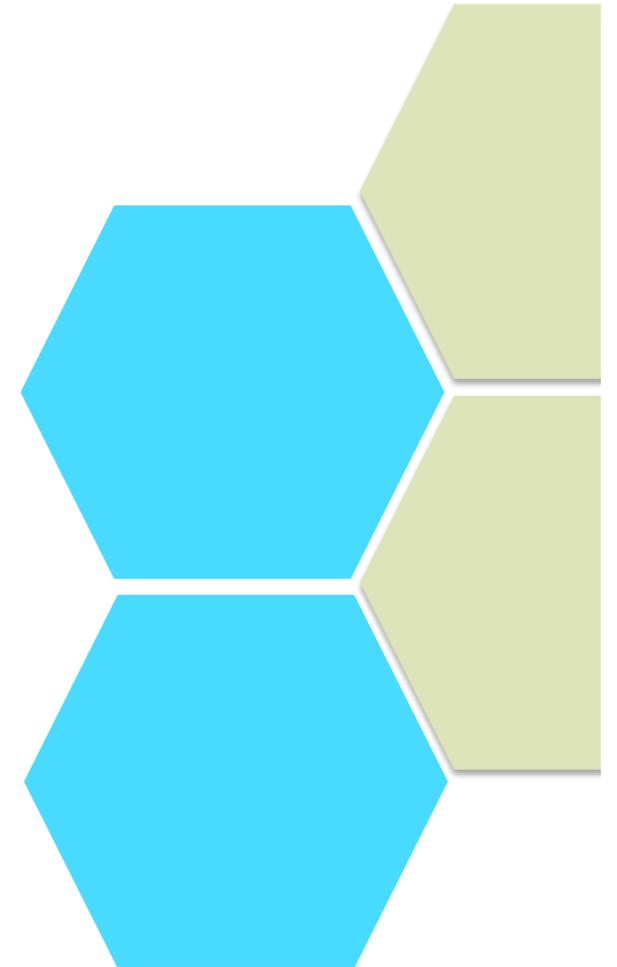
# Agenda & Learning Objectives

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



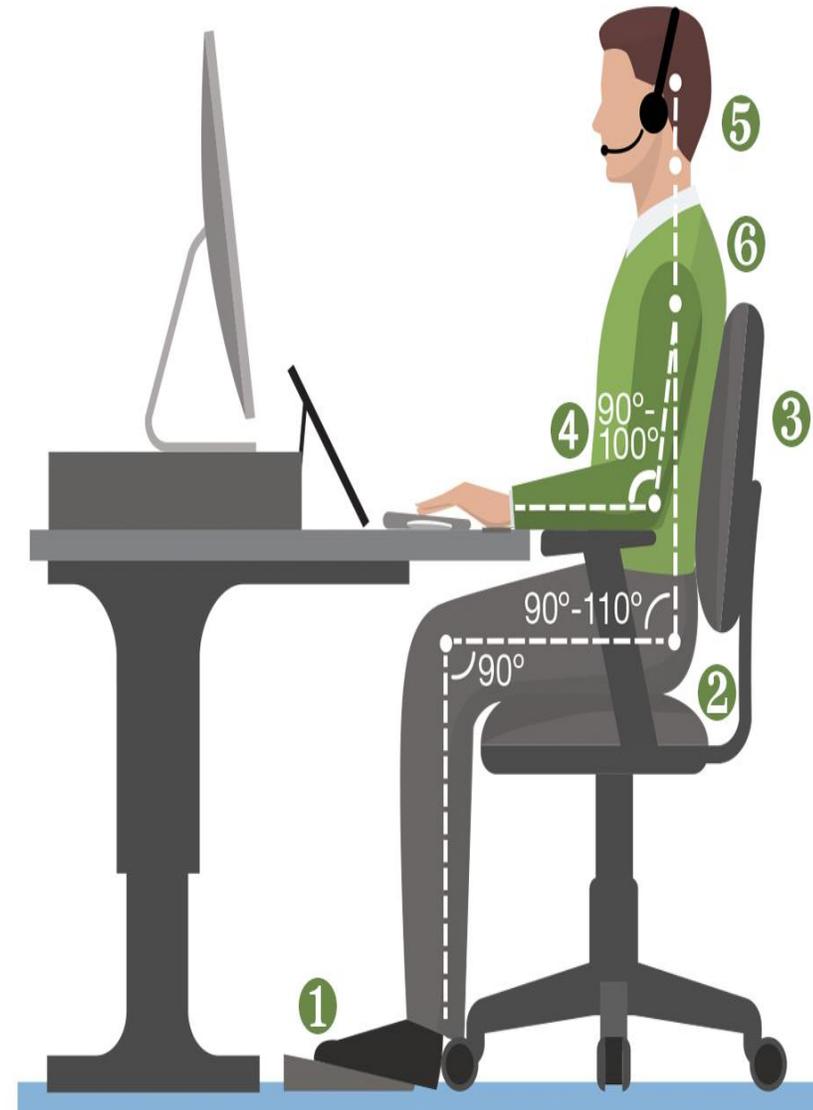
# Neutral Posture is...

The position that requires the least amount of muscular activity.

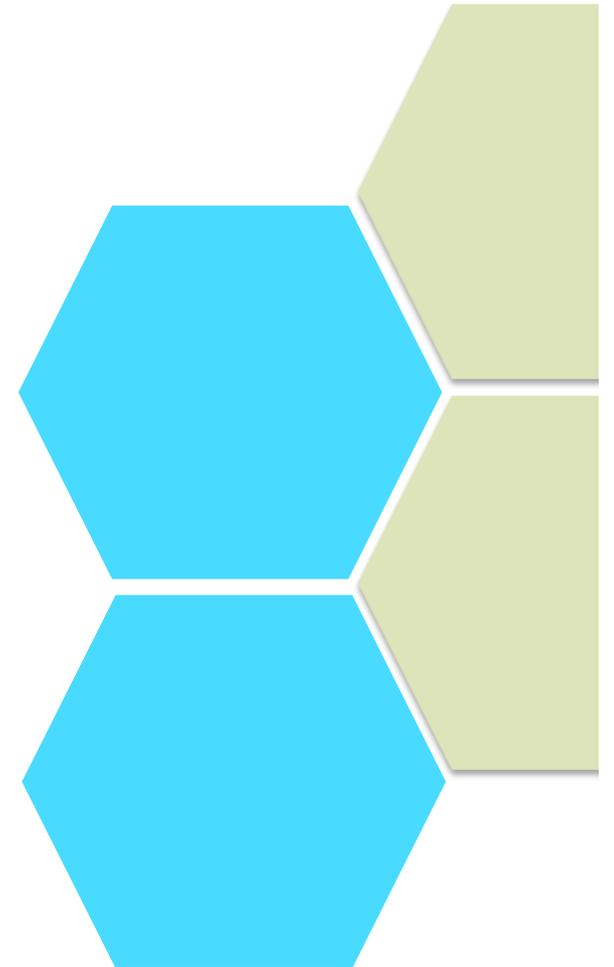
Ears, shoulders, elbows & hips should be in alignment while working at your computer.

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

*- Maya Angelou*

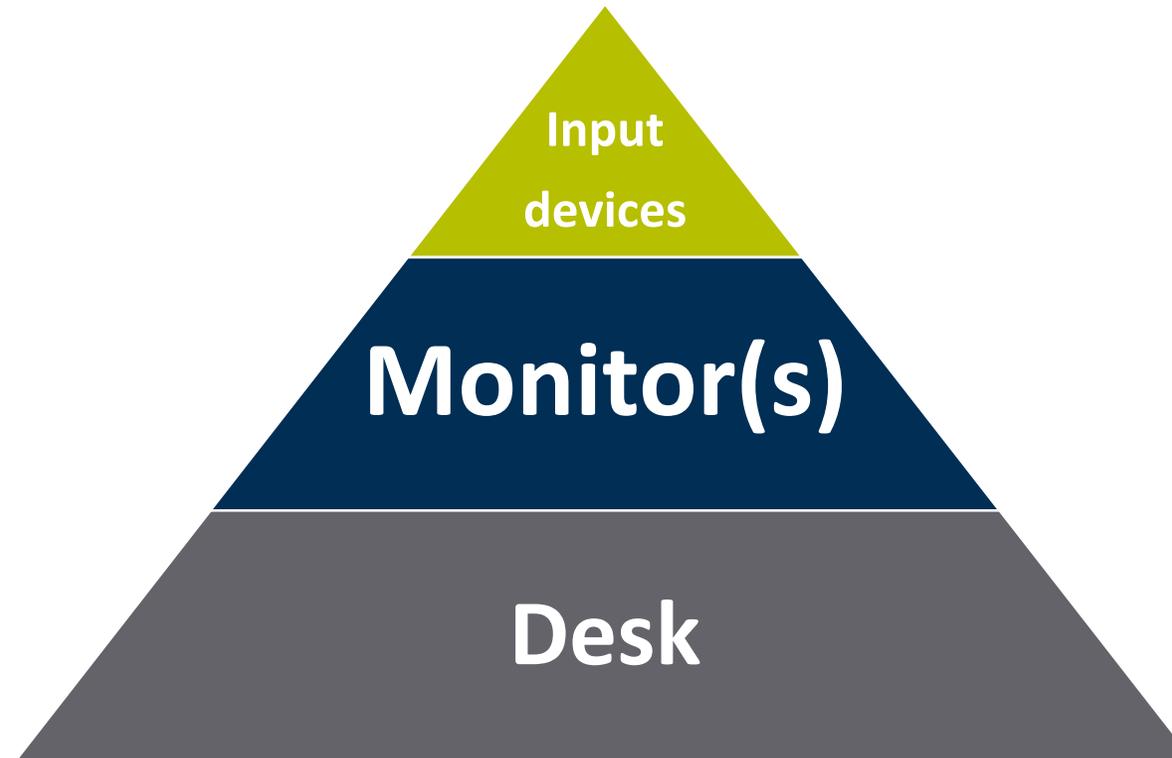


# Head's up! Poll #1



# Start from the ground up

Add Peripherals as Needed

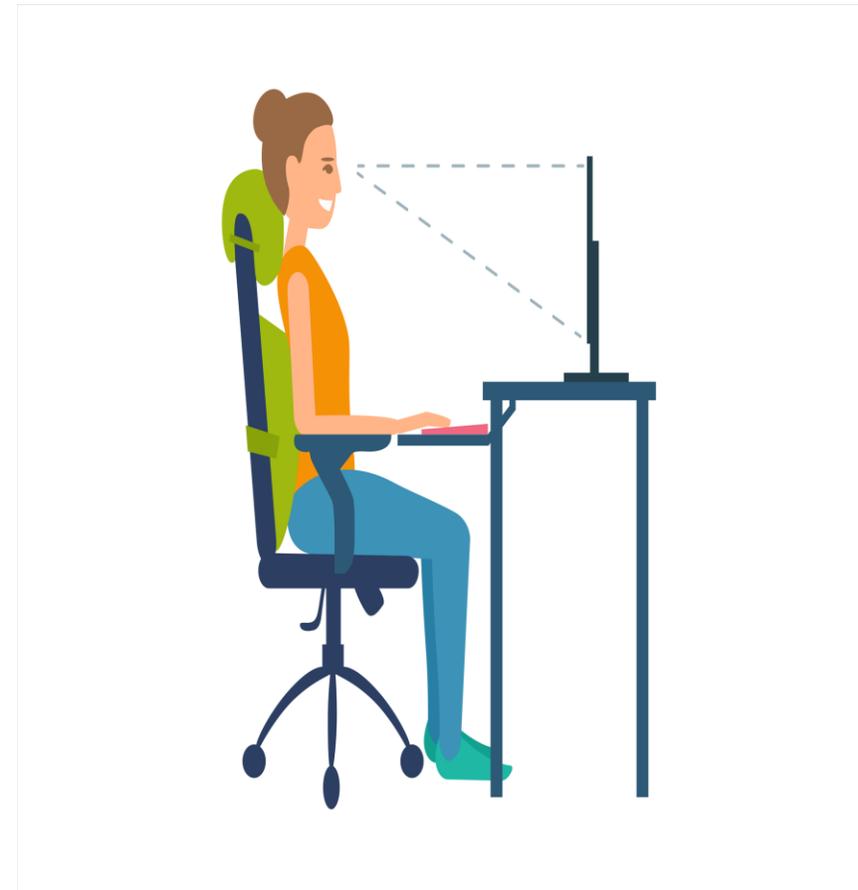


# Chair

- 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

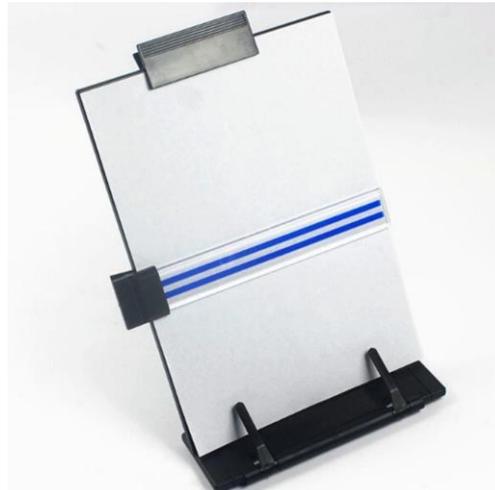
- Float vs. off-load
- Neutral forearm position
- Dual mouse
- Wrist angle while typing
- Speech recognition software
- Short-cut keys
- Mice, keyboards & number pads (oh my!)



# 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



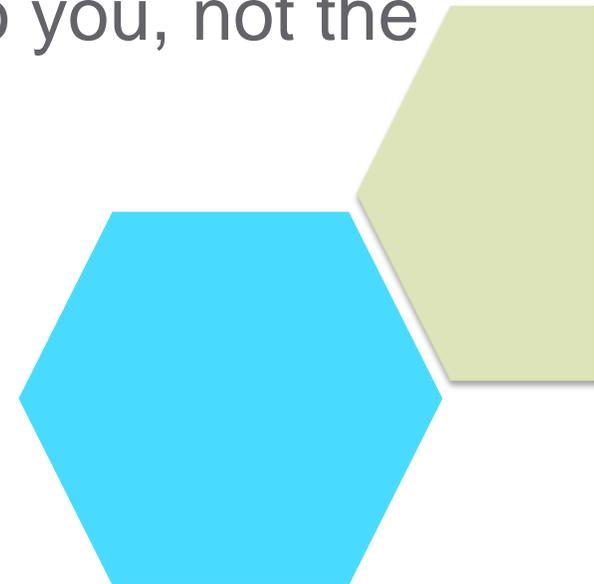
# Write Your Workstation Ritual

## 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](mailto:employeewellness@harrishealth.org)

Non-office/Industrial Evaluation contact:  
[suzanne.young@harrishealth.org](mailto: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](http://www.common sense media.org)
- [Back Safety for Healthcare](#)
- [Virtual Workstation Evaluation Request Form](#)

## Stress Management Resources

Employee Assistance Program

- Online: [www.feieap.com](http://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](mailto:Latecia.Murphy@harrishealth.org)

Contact Us!

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