

WORK FROM HOME TIPS!

WHAT IS ERGONOMICS?

Ergonomics is the process of designing or arranging workplaces, products and systems so that they fit the people who use them. Ergonomics aims to create safe, comfortable and productive workspaces by bringing human abilities and limitations into the design of a workspace, including the individual's body size, strength, skill, speed, sensory abilities (vision, hearing), and even attitudes.



ERGONOMICS IS IMPORTANT BECAUSE IT...

-  Increases employee comfort
-  Increases employee productivity
-  Decreases employee injuries and associated costs

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*Employer Services Coordinator &
Ergonomics Specialist*

Here are some suggestions to stay healthy and ergonomically correct while working at home to reduce chronic overuse syndromes. We hope this helps ease the transition to work remotely. Please feel free to contact me if you have any questions at Greg.Schlossinger@PTSMC.com.



WORK FROM HOME TIPS!

DESK

It's important to set up your desk in an appropriate location. Choose a well-lit area to work. You also want to avoid sun glare, so choose an area where the sun does not directly shine on your computer screen. Try not to sit in a barstool. Your feet should be flat on the floor and your back supported which will reduce stress to your body. Below is an example of how you should set up your desk.

Your Body at Work: Make Yourself Comfortable

Everyone's ergonomic needs are different, if you experience any problems you should report these to your supervisor.

Always stack heaviest things on middle shelves.

Carpeting or flooring should be free of rips and tears.

Do not sit with knees against chair. Have approximately 2"-3" between knee and chair.

Thighs approximately parallel to floor.

Hip angle between 96-110 degrees as is comfortable.

Sit straight up in chair to support pelvis and lower back.

Elbows at right angles.

Draw shades to reduce glare.

Take a 5-minute stretch break every 1-2 hours.

Monitor should be 18"-20" from body. Top 1/3 of screen should be at or below eye level.

Monitor perpendicular to window to reduce glare.

Keyboard should be on slight negative tilt, about 1" above thighs.

Mouse in plane or slightly above plane of keyboard. Avoid reaching for mouse.

Knee angle at 90 degrees with feet in front of you.

Feet flat on floor or on footrest.

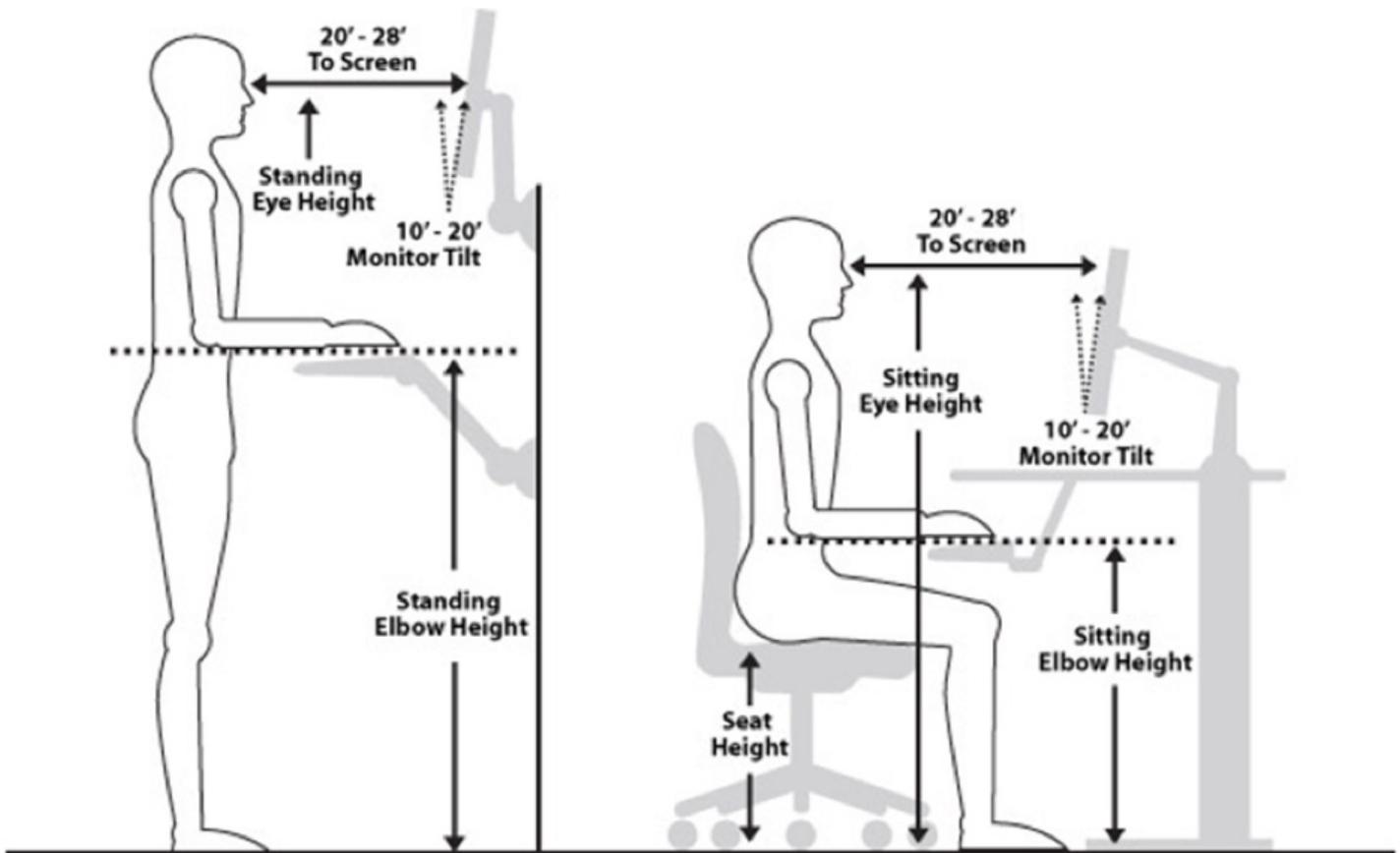
SAFETY SAVES With IWIF

There are general guidelines with these suggestions. You need your own common sense. IWIF assumes no liability for administration of medicine or health care and health care provider's responsibility. For more information on IWIF's 2020 United Front for Management Services, go to www.iwif.com

WORK FROM HOME TIPS!

SITTING VS. STANDING

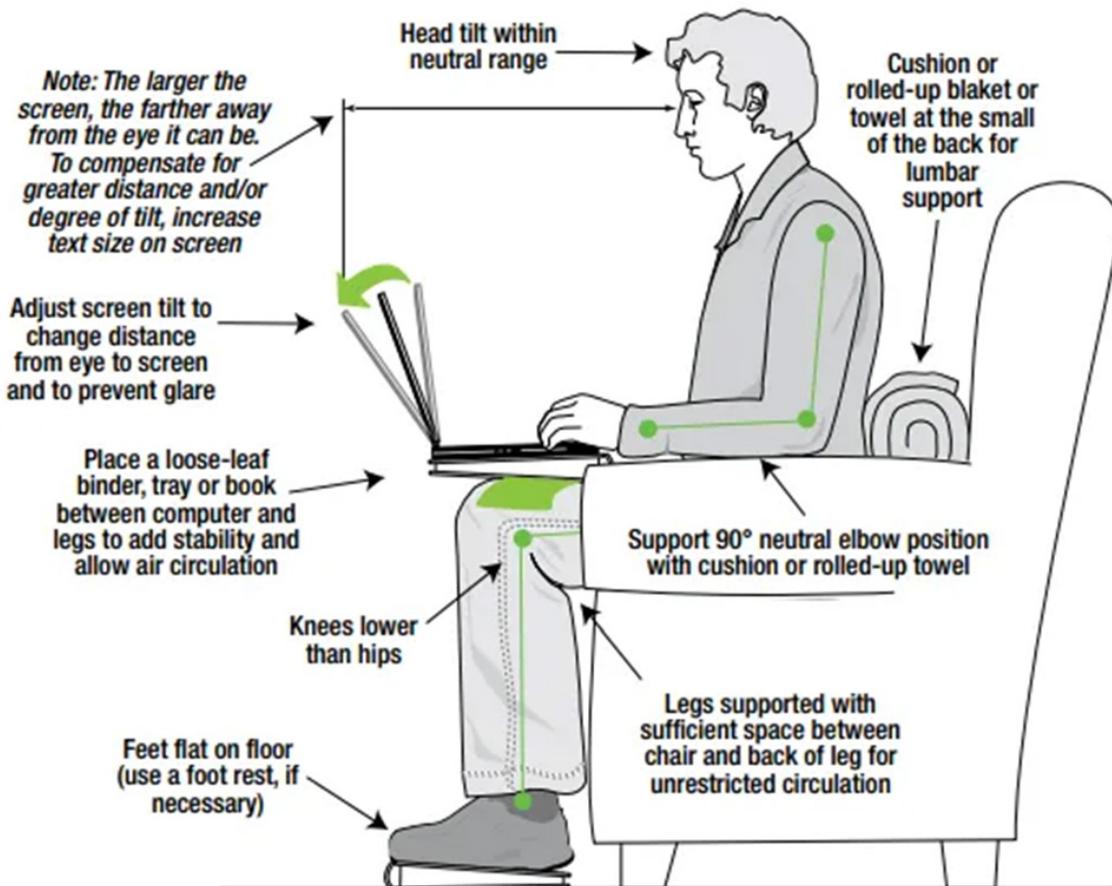
The latest reports suggest that you should spend an equal amount of time sitting and standing. If this is possible, keep in mind that when you're standing, the positions of your screen, shoulders, elbows, wrists and hands should remain in the same positions as when you're sitting. If standing is not an option, take the time to go on a short walk or stretch. Below is a diagram of ergonomically-correct standing and sitting positions.



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USING A LAPTOP

If you use a laptop, as most of us do, you should stand and stretch more frequently. Below is a suggestion for how you should sit while using a laptop to stay in a proper ergonomic position.



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STRETCHING

Stretching is always a good idea. It helps reduce stress, increases energy and offers a short break from looking at your computer. Below are a few stretches that can be preformed a few times a day. Hold each one for 10 seconds.



SHOULDER STRETCH



SHOULDER AND NECK STRETCH



WRIST STRETCH 1



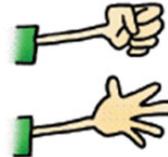
WRIST STRETCH 2



UPPER BACK SIDE TO SIDE



BACK STRETCH



WRIST & FINGERS
clench & straighten



CHIN TUCK



ELBOW FLARE
SQUEEZE BACK



SIDE TO SIDE
TURN OF NECK



SHOULDER ROLLS



REGULAR WALKS
AROUND THE OFFICE

WORK FROM HOME TIPS!

EYE STRAIN

Eye strain can occur when you stare at a computer screen for extended periods of time. The symptoms of eye strain include headaches, blurred vision, dried eyes and discomfort. Below are some tips on how to reduce eye strain.

5 TIPS TO REDUCE EYE STRAIN



STRAIGHTEN UP

Adjust your chair so that your legs are at a right angle with your knees, and arms near your sides, shoulders and neck relaxed, wrists slightly pointed down, back supported



FACE FORWARD

Have the screen and keyboard straight in front of you, never to the side



EYES AHEAD

Screen must be positioned at your correct focal length so you can focus easily, and not strain your neck; usually the monitor will be slightly below your natural sight line

TAKE A BREAK



Take pauses and breaks every 20 – 30 minutes, and look away from the monitor, blinking periodically to refresh vision



ORGANIZE YOUR SPACE

Arrange documents around your computer so you can see them easily, without bending or twisting

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PHONES

While working at home, you are more likely to use your cell phone to make calls. Instead of holding it at your ear, creating neck strain and shoulder discomfort, I recommend using the speaker option and holding the phone in front of you rather than setting it down on a table.



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BREATHING

Remember to take time to breathe in order to relieve stress and release muscle tension. Try breathing in this pattern:

1. Inhale to the count of 4
2. Hold for a second or two
3. Exhale to the count of 8
4. Repeat 4 or 5 time while you relax the muscles of your face and shoulders





26 CONNECTICUT
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Middletown

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New Milford
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- Vestibular & Vertigo • Golf Therapy

Learn more at: www.PTSMC.com