

A woman with dark hair tied back is sitting on a colorful rug in a living room, working on a laptop. She is resting her head on her hand, looking tired. The laptop is on a dark coffee table. There is a cup of coffee next to it. In the background, there is a bookshelf and a grey sofa. The left side of the image has a blue overlay with white and yellow text.

THAT FEELS BETTER!

*Ergonomics for your
Temporary Home Office*

ICW Group Risk
Management


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TODAY'S SPEAKER

Brian Pinon
Risk Management
Technical Specialist
ICW Group



TOPICS:

Ergonomic Risks

At-Home Workstations

Adjustments for Comfort

Locating Support & Resources

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Support & Resources

Who Manages Ergonomic Risks at Home?

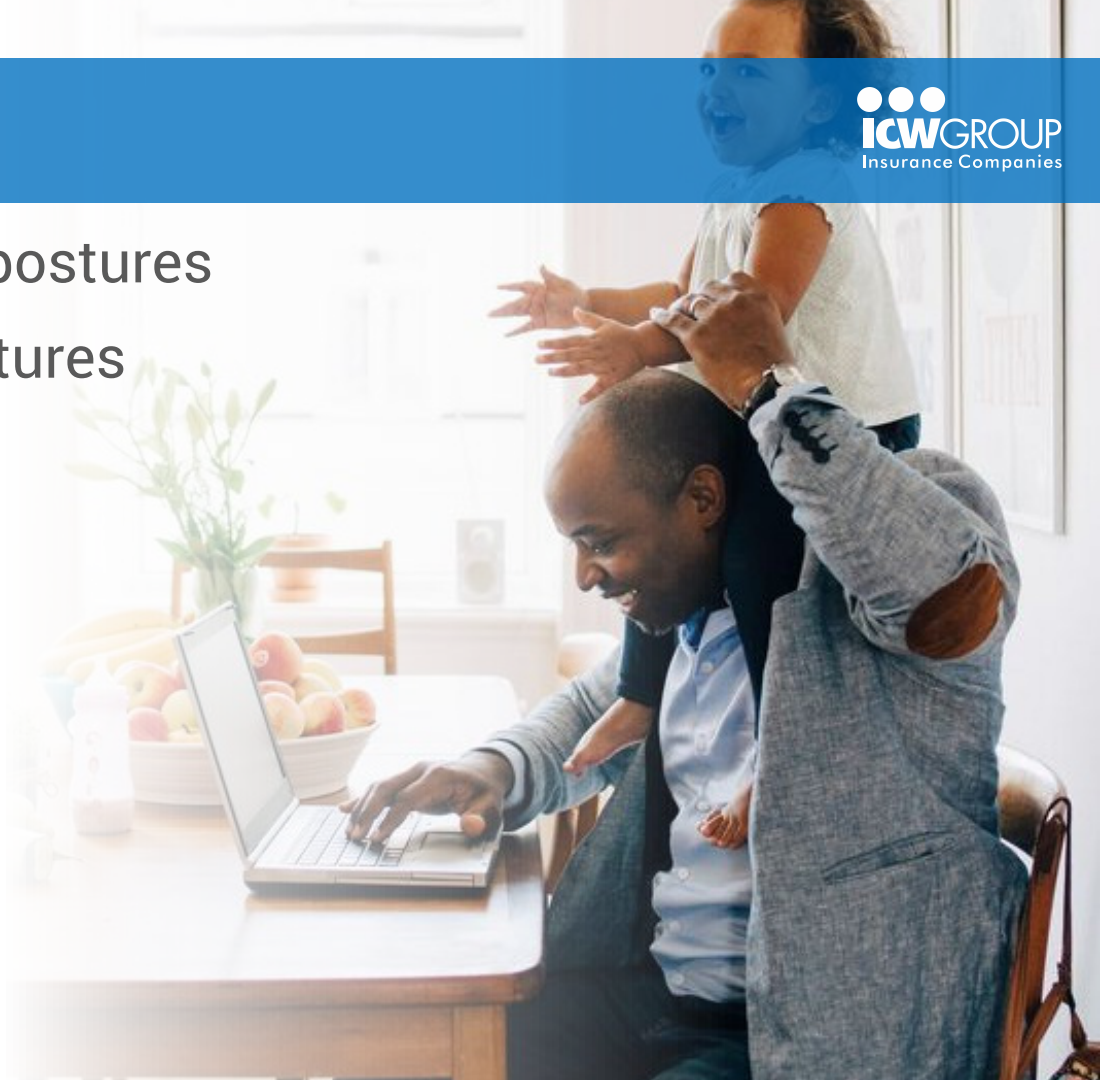
Employees control their own comfort

- Need to recognize what causes discomfort
- Need to be able to adjust to relieve the discomfort
- Must own Breaks and Rest periods



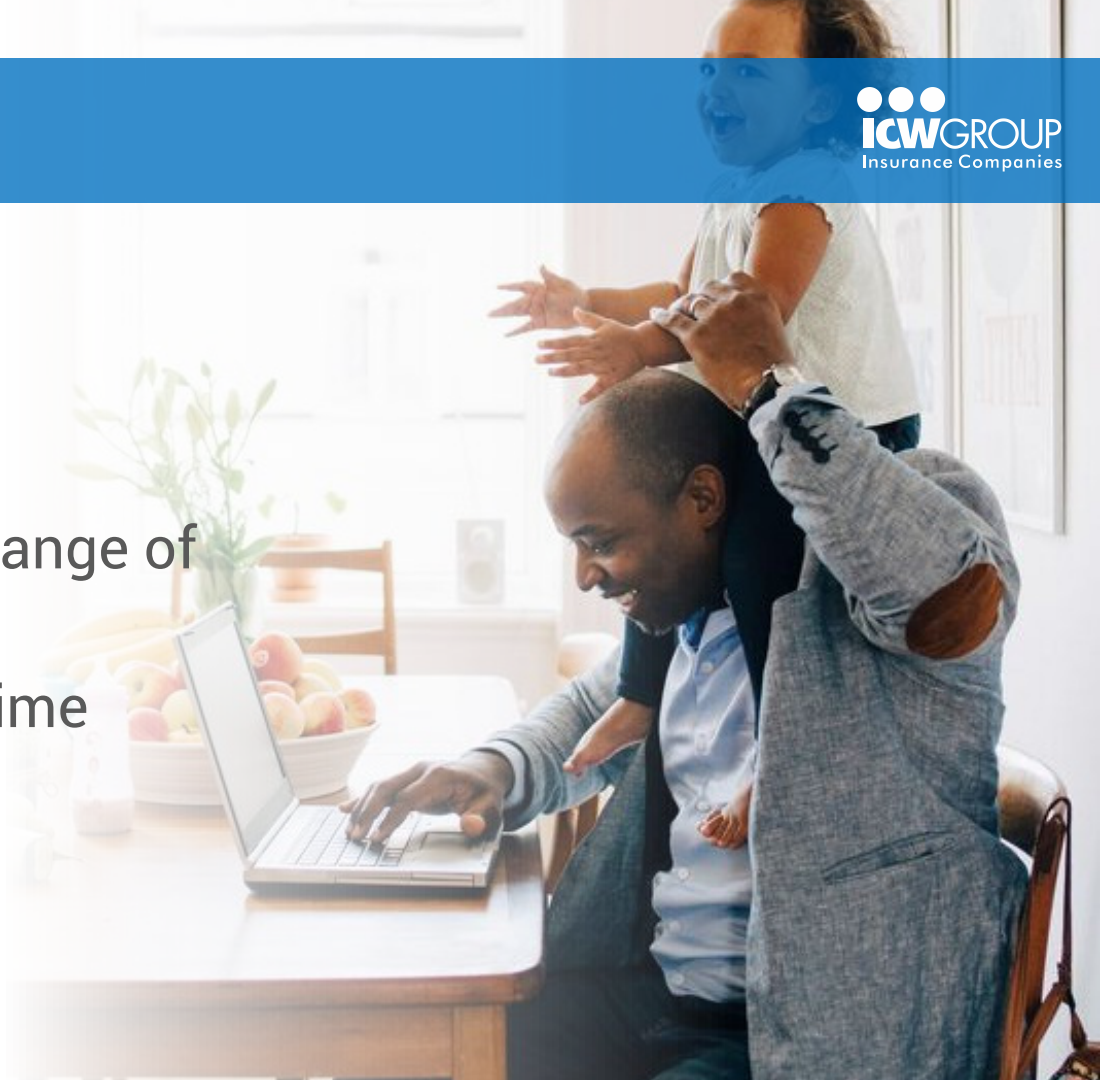
What are the Risks?

- Awkward positions and postures
- Static positions and postures
- Repetitive motion
- Contact stress



What are the Symptoms?

- Numbness
- Tingling
- Soreness
- Feeling stiff, decreased range of motion
- Pain that worsens over time
- Burning sensation



Where are these Symptoms?

- Back
- Neck
- Legs, knees, ankles
- Arms, elbows
- Hands, wrists
- Head, eyes



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At Home Workstations?



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At-Home Workstations

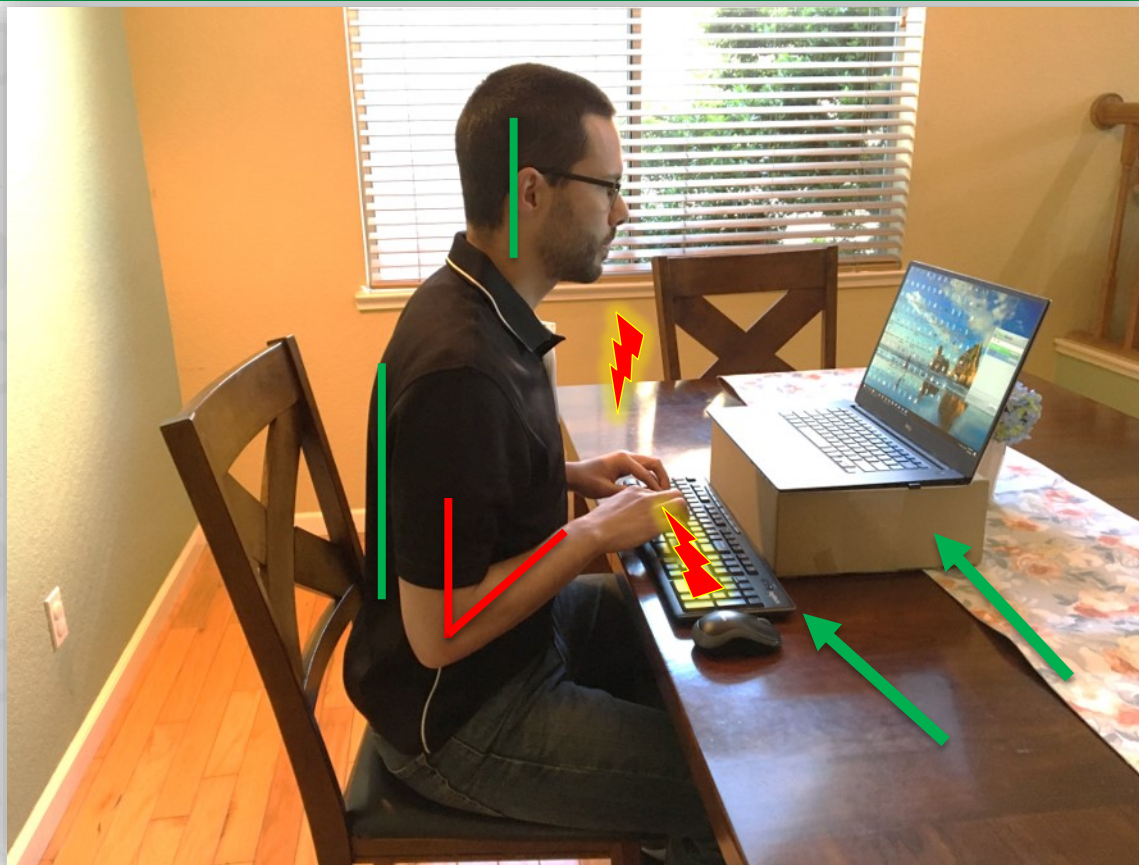
Adjustments for Comfort

Support & Resources

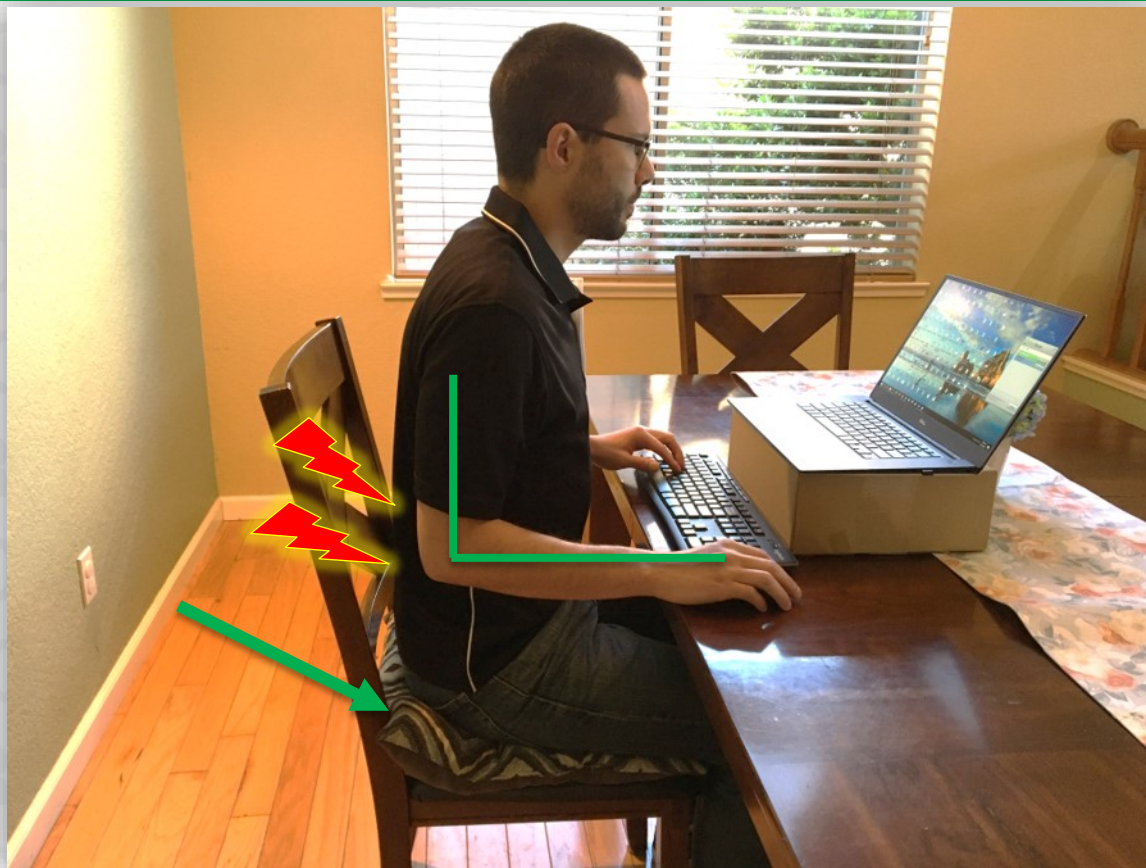
Adjustments for Comfort



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Adjustments for Comfort



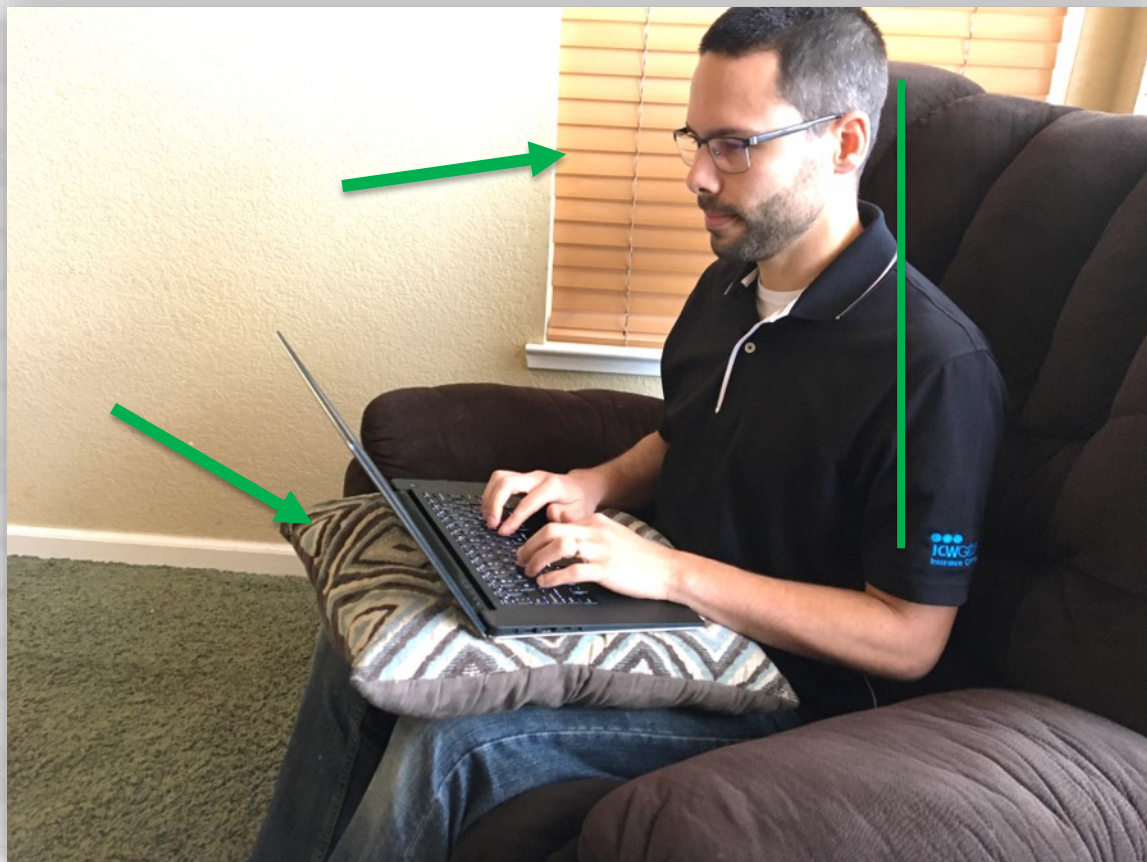
Adjustments for Comfort



Adjustments for Comfort




Adjustments for Comfort



In Summary...

Achieve relaxed and neutral neck, shoulder, back and wrist postures

- Elbows hanging by your side
- Wrists at elbow height
- Wrist and hand straight for keyboarding
- Monitor at eye height when sitting
- Feet flat on floor or footrest
- Knees about same height as hips

**AT HOME EDITION**
Computer Eye Strain

Do you spend most of your time at work in front of a computer monitor?
You may be at risk for eye strain – even at home!

Eye Strain Causes

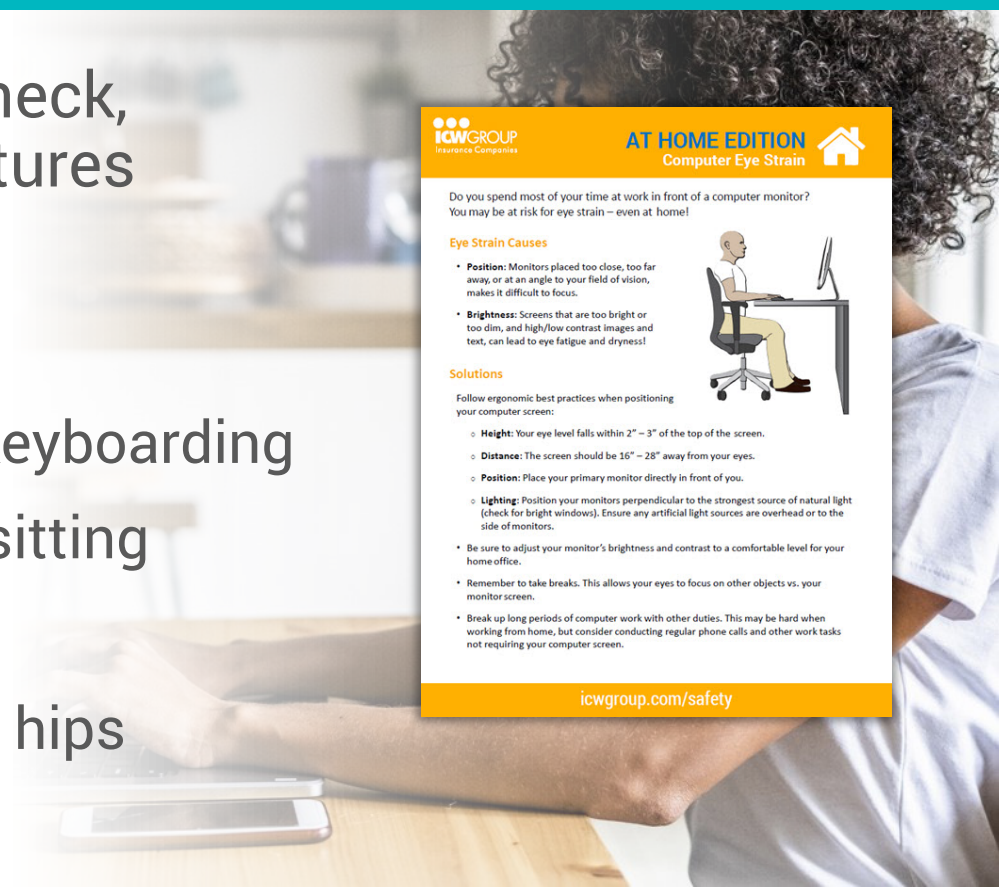

- **Position:** Monitors placed too close, too far away, or at an angle to your field of vision, makes it difficult to focus.
- **Brightness:** Screens that are too bright or too dim, and high/low contrast images and text, can lead to eye fatigue and dryness!

Solutions

Follow ergonomic best practices when positioning your computer screen:

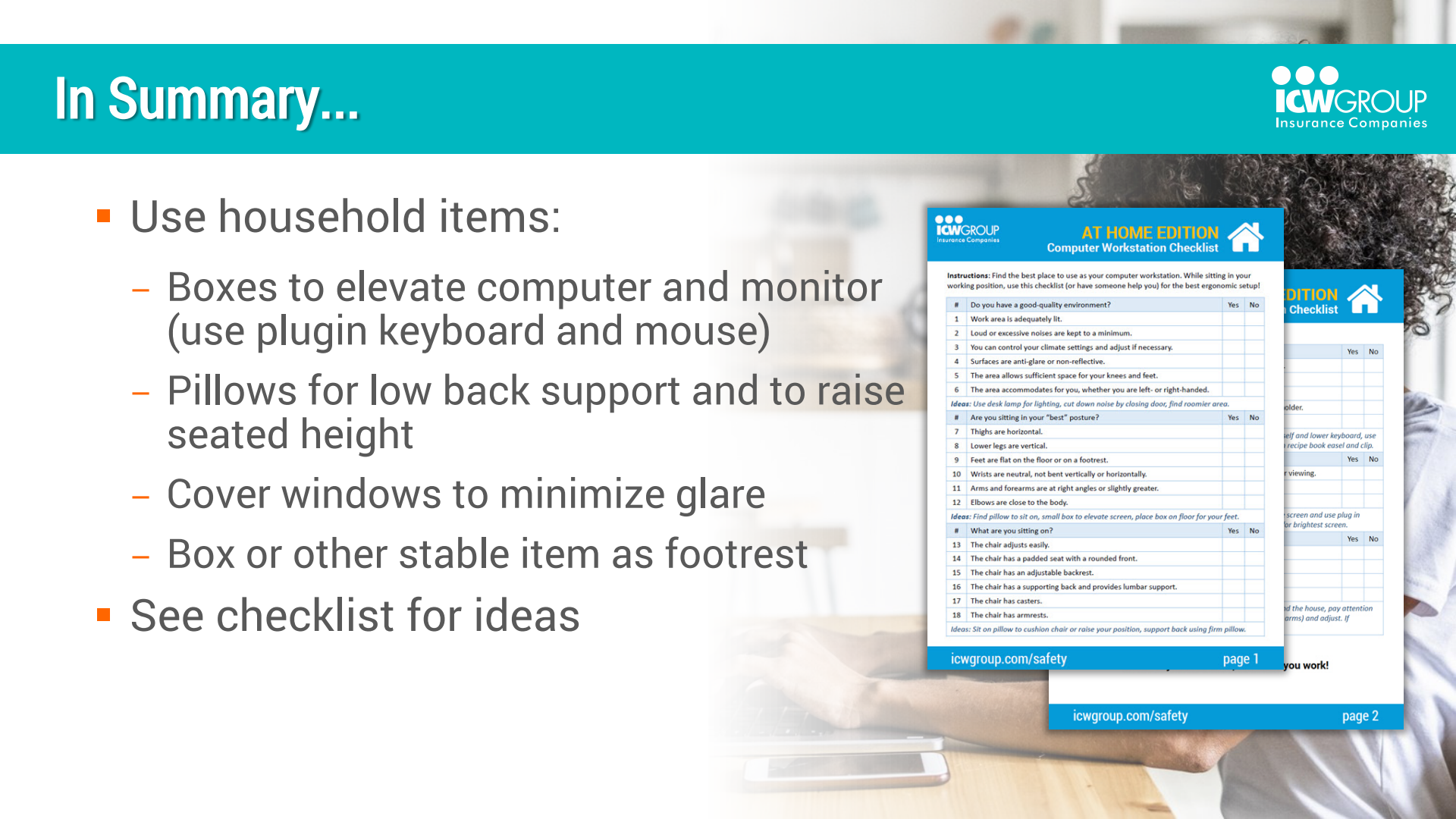
- **Height:** Your eye level falls within 2" – 3" of the top of the screen.
- **Distance:** The screen should be 16" – 28" away from your eyes.
- **Position:** Place your primary monitor directly in front of you.
- **Lighting:** Position your monitors perpendicular to the strongest source of natural light (check for bright windows). Ensure any artificial light sources are overhead or to the side of monitors.
- Be sure to adjust your monitor's brightness and contrast to a comfortable level for your home office.
- Remember to take breaks. This allows your eyes to focus on other objects vs. your monitor screen.
- Break up long periods of computer work with other duties. This may be hard when working from home, but consider conducting regular phone calls and other work tasks not requiring your computer screen.

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In Summary...

- Use household items:
 - Boxes to elevate computer and monitor (use plugin keyboard and mouse)
 - Pillows for low back support and to raise seated height
 - Cover windows to minimize glare
 - Box or other stable item as footrest
- See checklist for ideas



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AT HOME EDITION 

Computer Workstation Checklist

Instructions: Find the best place to use as your computer workstation. While sitting in your working position, use this checklist (or have someone help you) for the best ergonomic setup!

#	Do you have a good-quality environment?	Yes	No
1	Work area is adequately lit.		
2	Loud or excessive noises are kept to a minimum.		
3	You can control your climate settings and adjust if necessary.		
4	Surfaces are anti-glare or non-reflective.		
5	The area allows sufficient space for your knees and feet.		
6	The area accommodates for you, whether you are left- or right-handed.		

Idea: Use desk lamp for lighting, cut down noise by closing door, find roomier area.

#	Are you sitting in your "best" posture?	Yes	No
7	Thighs are horizontal.		
8	Lower legs are vertical.		
9	Feet are flat on the floor or on a footrest.		
10	Wrists are neutral, not bent vertically or horizontally.		
11	Arms and forearms are at right angles or slightly greater.		
12	Elbows are close to the body.		

Idea: Find pillow to sit on, small box to elevate screen, place box on floor for your feet.

#	What are you sitting on?	Yes	No
13	The chair adjusts easily.		
14	The chair has a padded seat with a rounded front.		
15	The chair has an adjustable backrest.		
16	The chair has a supporting back and provides lumbar support.		
17	The chair has casters.		
18	The chair has armrests.		

Idea: Sit on pillow to cushion chair or raise your position, support back using firm pillow.


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In Summary...


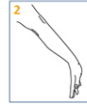

- Once an hour - Stand up and move around your home
- Stretch often to relieve stiffness and discomfort
- Look away from monitors periodically to reduce eye strain

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AT HOME EDITION 
Take an Ergo Stretch Break!


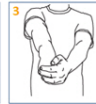


Note: If you have had any recent health problems, injury, or surgery, or if any of these actions cause you any pain, consult a health professional before starting this program.

Finger and Wrist Flexor Stretch



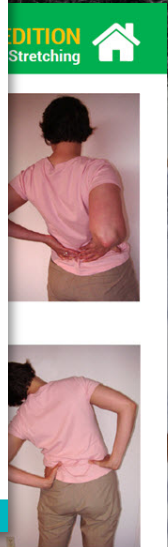
1. Straighten your elbow with palm up.
2. Point your fingers toward floor.
3. Use your other hand to gently pull down in your palm and fingers.
4. Hold for 10 - 15 seconds. You should feel a mild pulling sensation. If you experience discomfort, then perform the stretch more gently or go back to the previous step.

Finger and Wrist Extensor Stretch



1. Straighten your elbow with palm down.
2. Bend your wrist down and make a gentle fist.
3. If you feel discomfort in the back of your hand, then relax your fingers.
4. Gently pull down on the back of your hand.
5. Rotate your arm so that your hand is pointing away.
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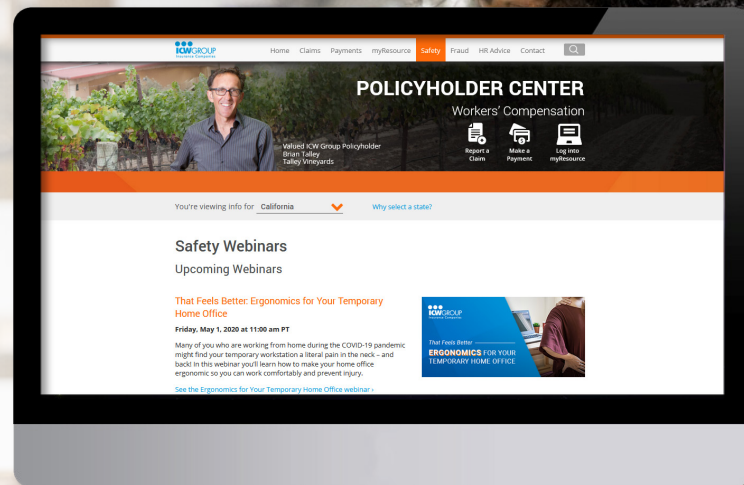
ICW Group Policyholder Website!



Find all resources!

- Safety and Risk Management area!
- Safety Webinars
- That Feels Better! Ergonomics for your Temporary Home Office

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ICW Group Policyholder Website!

AT HOME EDITION

- Checklist for your home office setup
- Stretching
- Ergo Breaks
- Eye Strain

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5	The area allows sufficient space for you to move.		
6	The area accommodates you, your chair, and your desk.		

Ideas: Use desk lamp for lighting, cut down on clutter.

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AT HOME EDITION Stretching

Do you spend most of your time at work in front of a computer, sitting? At home especially, we forget to get up and stretch!

Why stretch?

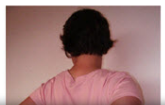
- Stretching is useful for both injury prevention and recovery.
- If done properly, stretching increases flexibility and reduces the risk of injury. A muscle/tendon group that is not stretched experiences tears when used actively.
- Stretching is thought to improve recovery.
- Stretching improves your balance, coordination, and blood flow to your muscles often speeding the recovery process.

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AT HOME EDITION Stretching

Sample stretches (continued):

- **Disk relievers:**
 - This stretch is for your lower back.
 - Standing up straight with your feet slightly apart, place your hands in the hollow of your back. Support yourself, and use a balance as needed.

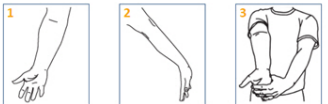


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THANK YOU!

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