



Working From Home: Office Ergonomics and General Home Safety



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Agenda

- Working From Home: Office Ergonomics
- General Home Safety

The Basics



Desk

Chair

Monitor

Keyboard

Mouse

Ergonomic Principles



Neutral Postures



20/20/20 Rule



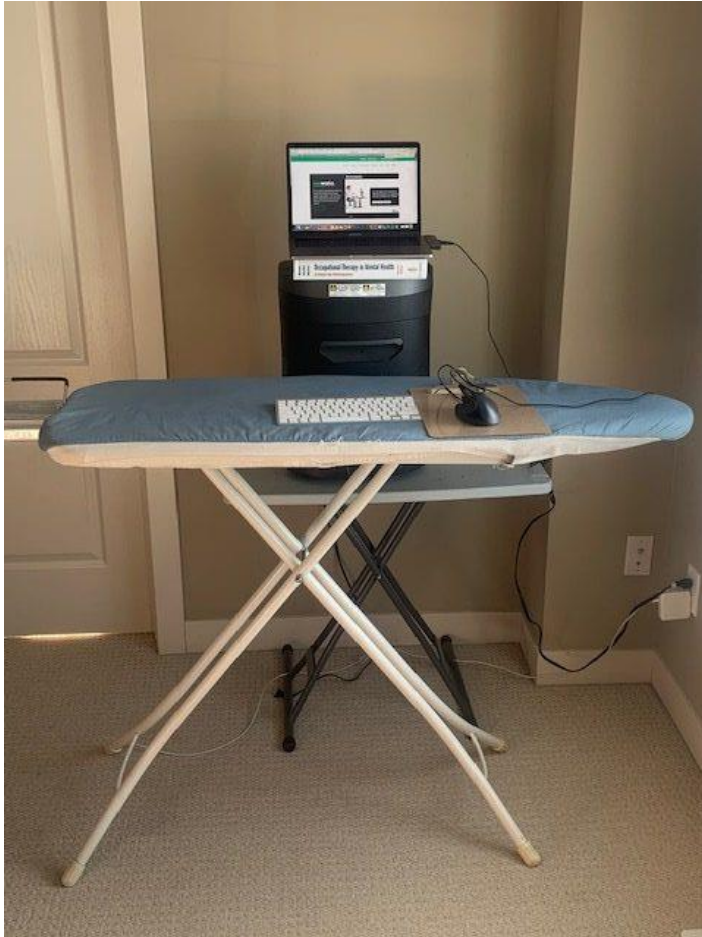
Stretch/Ergo Breaks

Desk

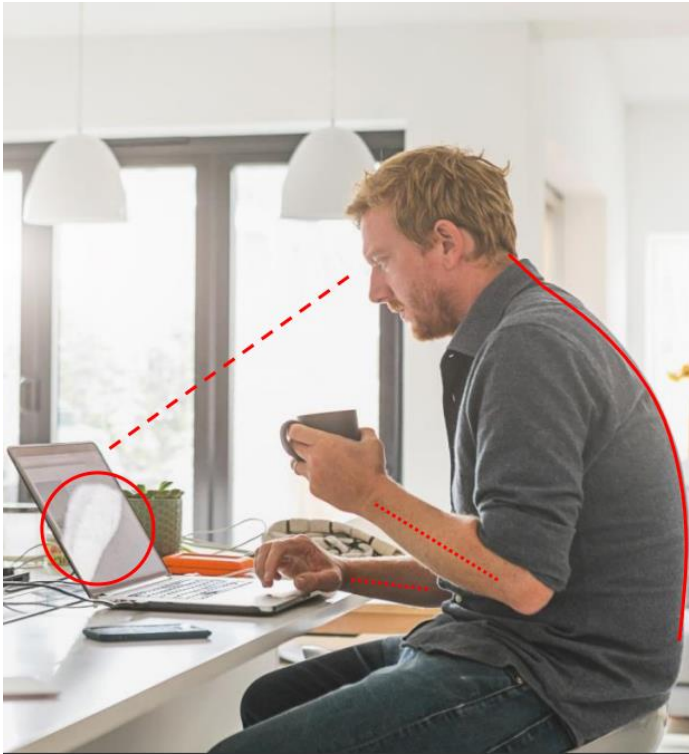
- Typical desk or dining room height is 28-30 inches.
- If sitting: modify to fit the “car driving adjustment” feeling.
- If standing: modify to fit the “ironing a shirt” feeling.



Desk-Standing Options



Chair

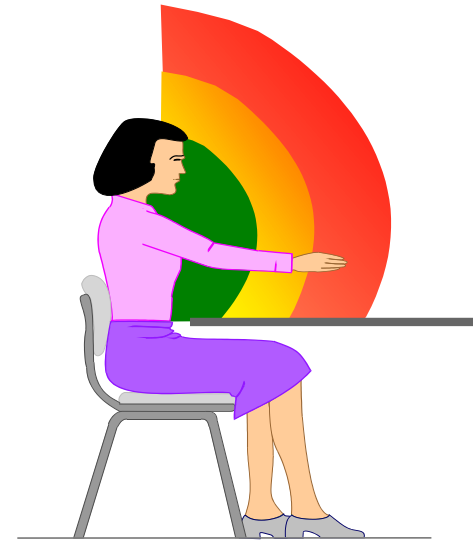
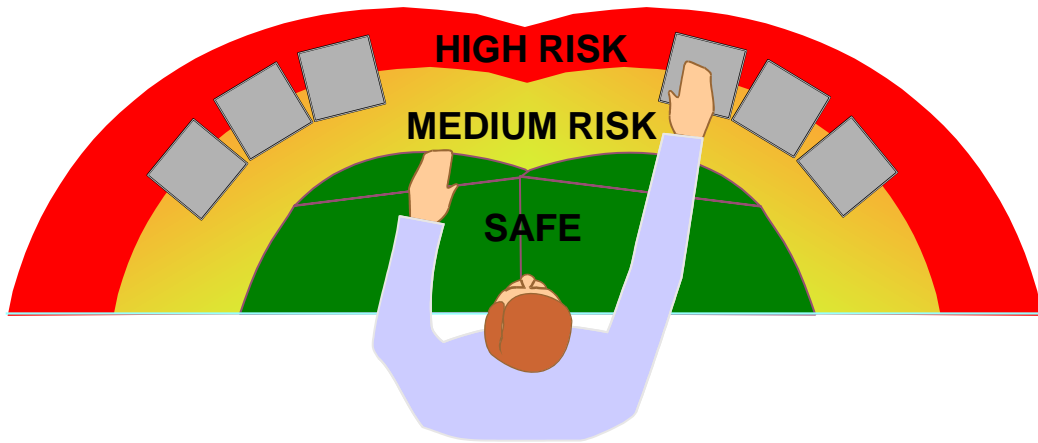


Chair

CORRECT SITTING POSTURE



Workstation Layout

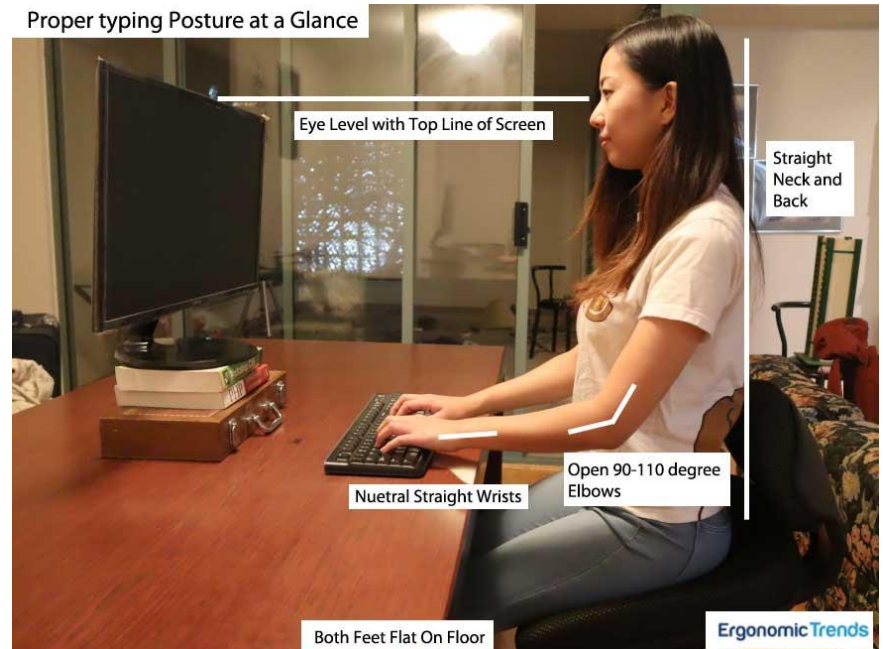


- Frequently used objects should be located up close (“green zone”)
- Objects used less often can be placed in the midrange area (“yellow zone”)
- Seldom used objects can be placed in the extended reach area (“red zone”) Move them into the “green” or “yellow” zone when you need to handle them.
- Avoid storing items under your desk, which can take up leg space or strain your back when you retrieve them.

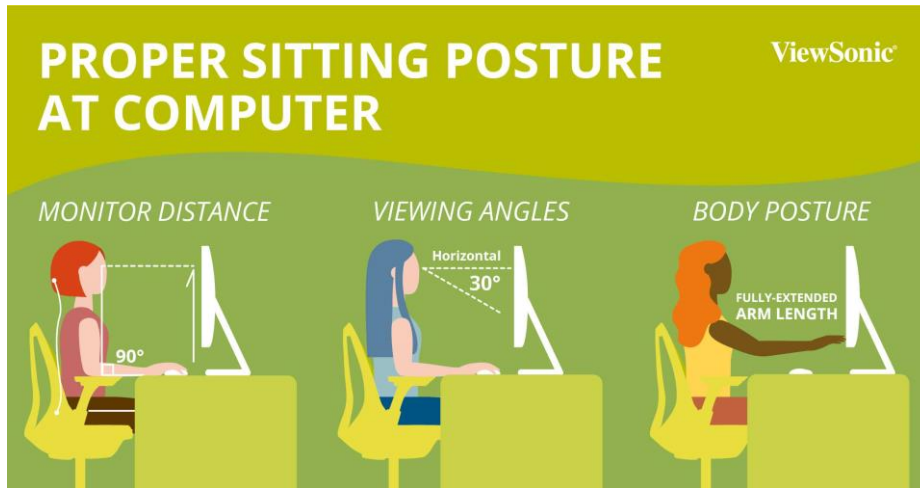
More Power Zone



Proper typing Posture at a Glance



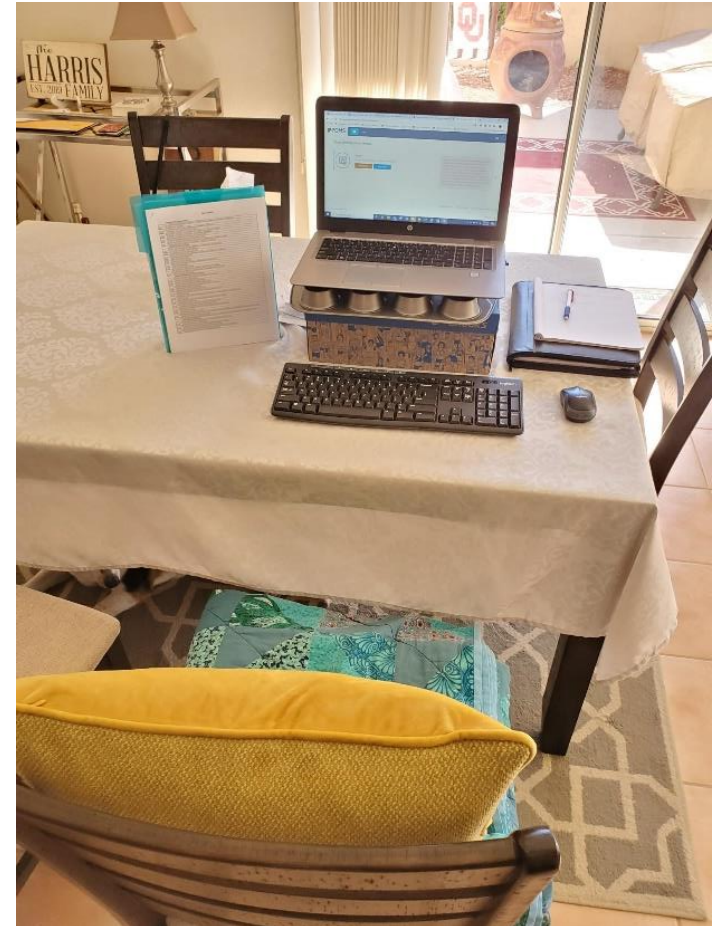
Monitor



Laptop-Try to simulate a desktop setup with a Laptop

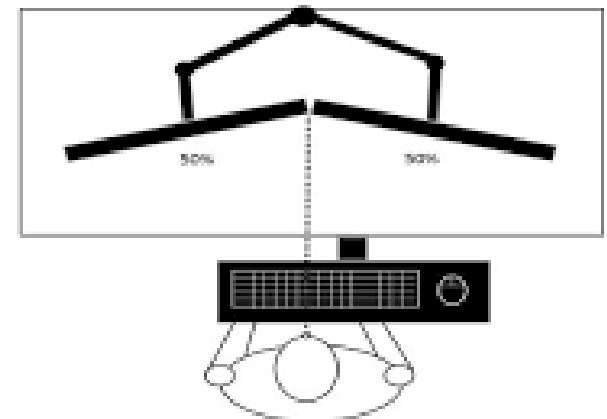
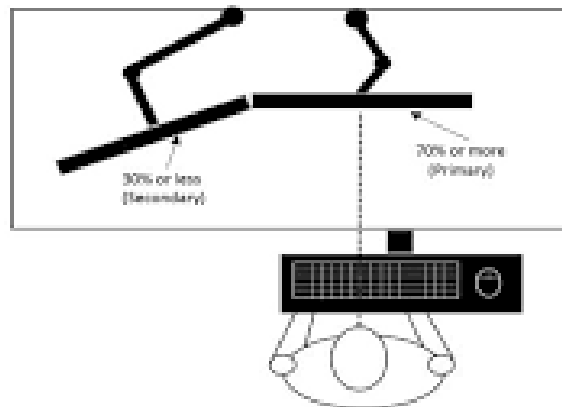


- Laptop stand brings monitor up so eyes level with top of screen.
- Better neck and back alignment.
- Arms relaxed not gripping mouse/touchpad.
- Using laptop stand gets the keyboard and mouse closer to you.

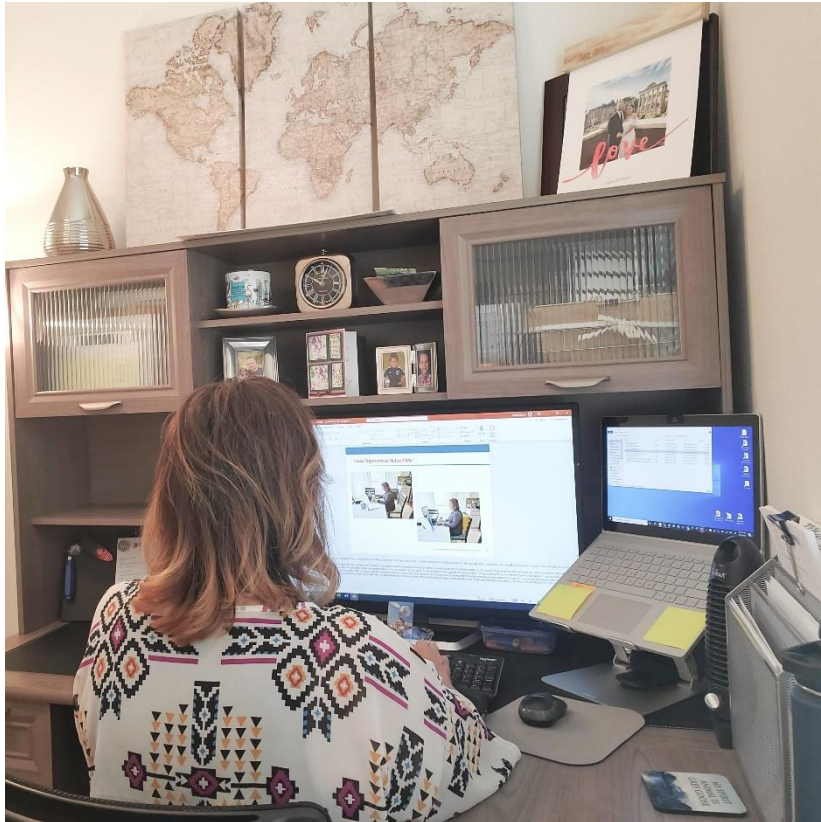


Dual Monitors

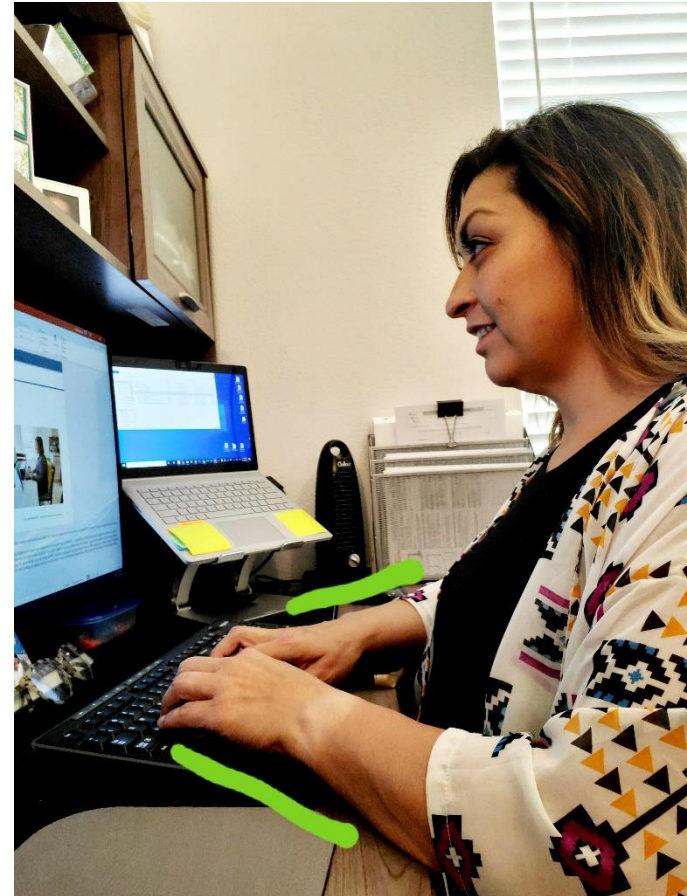
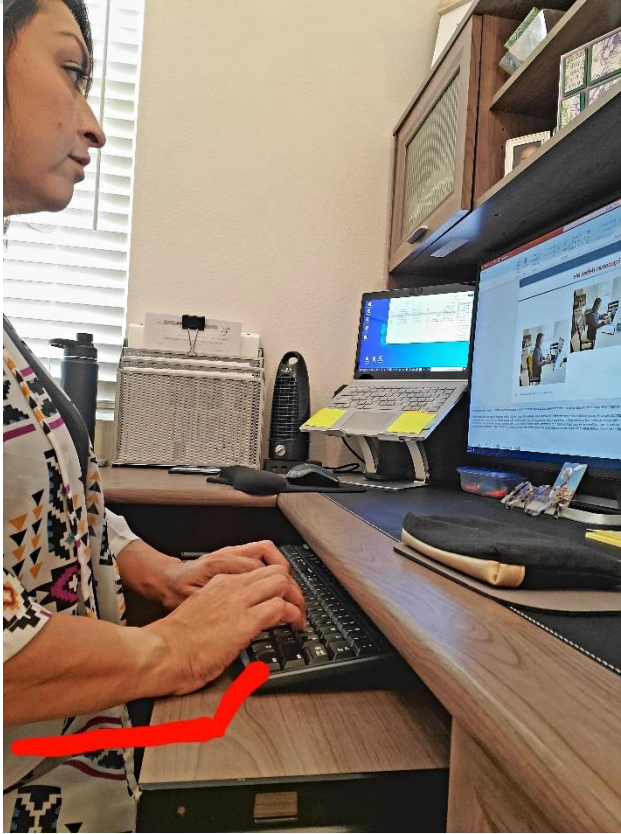
- One monitor-directly in front
- Two monitors- if use both equally then place directly in front (right picture)
- If you use the primary monitor for all and secondary for occasionally then second monitor opposite of dominant hand (space permitting)



Dual Monitor



Keyboard

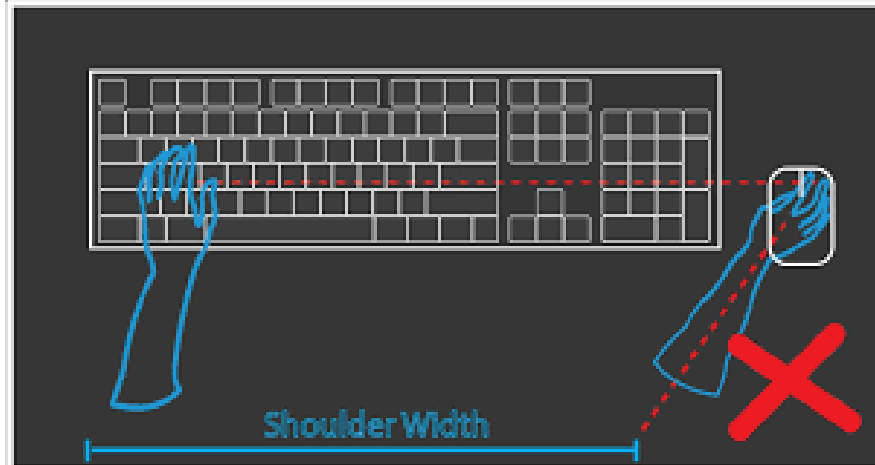


Keyboard in front of you.
B at Belly Button.
Shoulders relaxed and elbows close to body
Wrists in line with forearms

Keyboard

The Narrow Keyboard

Allows the mouse to be much closer



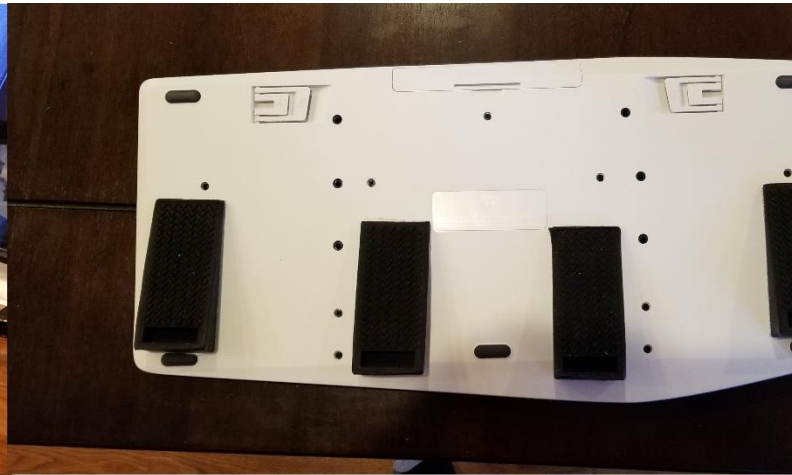
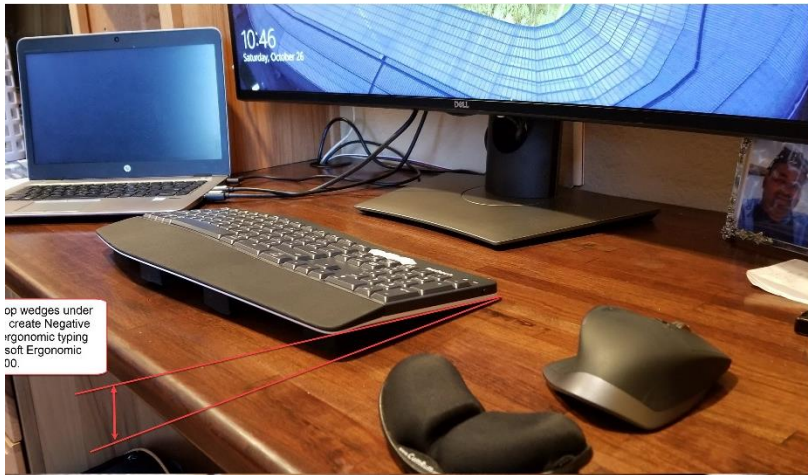
Negative vs Positive Tilting of Keyboard



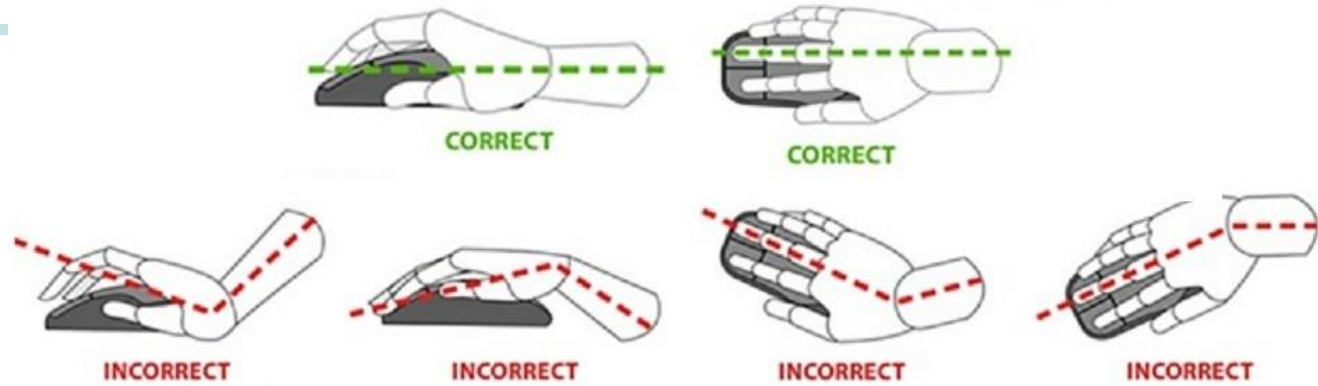
- Adjust your keyboard with the legs or home items
- Pros and Cons of Keyboard Trays
 - <https://www.youtube.com/watch?v=--McL49gqfY>



Keyboard – Create Your Own Tilt



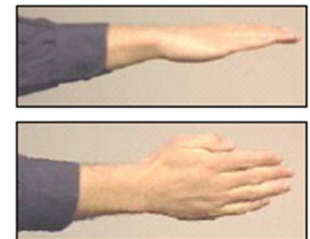
Mouse



Neutral Posture

Neutral Wrist Posture:

Deviations from this posture increase the risk of injury.



Other Items To Consider



Headset

Wrist support

Document holder

Electric stapler

Optimal Positioning: Posture



WEIGHT OF HEAD WHEN LOOKING DOWN AT A CELL PHONE





Ergonomic Principles-Neutral Posture/Position

- Sitting
 - Feet and Thighs Supported
 - Backrest promotes natural curve of back
 - Upper arms resting at side
 - Head in midline (think of the natural curve of your spine)
- Standing
 - Feet on even surface (base of support vs tandem stance)
 - Don't lock your knees
 - Arms resting at side, if bending elbows keep at 90-100 degree angle
 - Wrists straight and limit contact with edges of table
 - Head centered over neck and shoulders



20/20/20 Rule

Prevents Eye Strain

Ergo Stretch Breaks

- Body time to recover
- Breaks up the repetition which can cause injury
- Helps you to reposition to neutral
 - Set reminders
 - Mobile Apps
 - You Tube

Neck Stretches

- Lower head toward the chest, stretch neck gently, and raise head slowly.
- Turn head gently from side to side.
- Tilt head slowly first toward one shoulder, then the other, then backward.



Shoulder Stretches

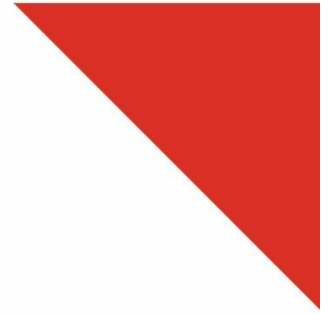
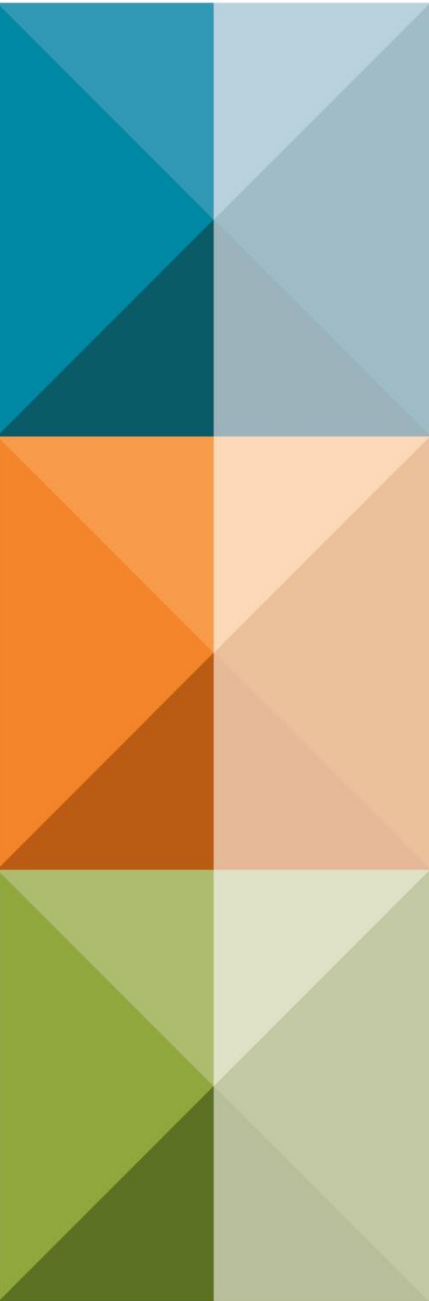
- Shrug shoulders and roll them forward and back.
- With elbows out, move arms back to bring shoulder blades together.
- Reach arms overhead, stretch, and bend gently from side to side.



Arm and Wrist Stretches

- Place arms out in front of body. Turn wrists so that palms turn out. Then turn wrists back so that palms turn in.
- Place arms out in front of body. Bend wrists up so that palms face out and hold for a few seconds. Then bend wrist down so that palms face in and hold for a few seconds.





General Home Safety

Maria Brunel

Why Talk About Home Safety?

- More serious injuries happen at home than on the job
- Precautions aren't always taken
- Safety should be 24/7



Home Hazards



Fire Safety

- Wiring and appliances
- Fireplaces and stoves
- Furnace/electrical
- Kitchen
- Candles
- Smoking
- Workshop
- Smoke detectors
- Carbon Monoxide detectors



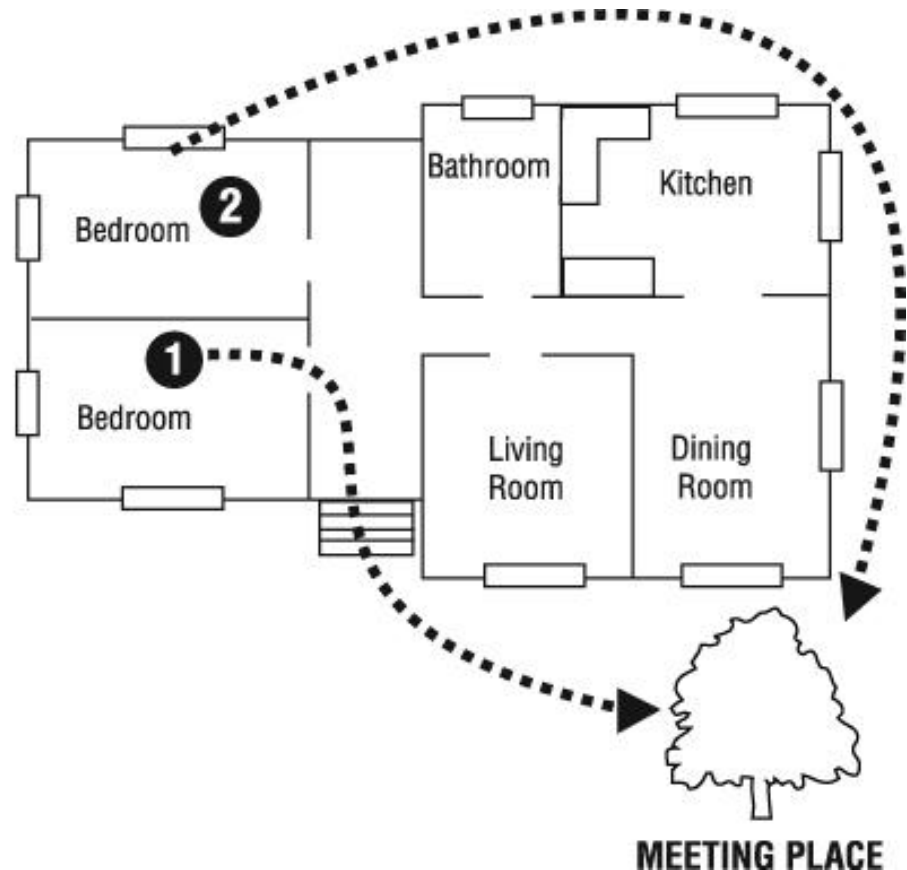
Home Escape Plan

- Don't stop—just get out!
- Move quickly but calmly
- STOP, DROP, and ROLL!
- Don't open hot door
- Stay as low as possible



Home Escape Plan (cont.)

- Call 911 or fire department from outside
- Go to chosen meeting place
- Tell firefighters if pets are inside



Electrical Safety

- Don't overload outlets
- Check cords/plugs routinely
- Don't use faulty appliances
- Keep electricity away from water



Extension Cord Safety

- Selecting extension cords
 - UL Approved
 - Rated for wattage of devices to be powered
 - Proper length
 - Grounded or ungrounded
- Using extension cords
 - Don't plug multiple cords together
 - Don't run cords under rugs or furniture
 - Stop using cords if they become hot
- Caring for extension cords
 - Unplug cords when not in use
 - Discard damaged cords
 - Pull the plug not the cord when disconnecting

Extension Cord Safety



Slips, Trips, and Falls



- Hold handrails
- Turn on lights
- Use ladders and step stools safely
- Salt or sand icy spots
- De-clutter
- “Broken toe epidemic”



Hazardous Materials

- Always read labels
- Keep hazardous materials away from children
- Use caution with flammable substances
- Never mix household cleaning products



Questions?

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