



Ergonomic Tips for Workplace Well-Being

This month we focus on ergonomics. The goal is to design a workplace that maximizes comfort and eliminates aches and pains. Follow these ergonomic tips to ensure the work environment and technology fit you, rather than requiring you to adapt to the environment or technology.

TEAM ACTIVITY

This month, discuss ergonomics with your unit-based team. Ask team members: Is your workstation set up to fit you, or are you just “making do” with your workstation? Encourage everyone on the team to use the [VelocityEHS Office Ergonomics](#) self-assessment tool to manage ergonomic risk. Follow up with team members to find out what their ergonomic needs are.

Stretch and Move — Bonus Activity

Stretching and movement are effective ways to protect against injury. Incorporate stretching and physical activity in your huddles. Ask team members to lead an exercise.

Ergonomic Essentials

Review these resources to maximize comfort and safety where you work:

- » Review these [ergonomics resources](#) from National Workplace Safety.
- » **Be sure to stretch, take breaks and move regularly.** Check out the [Move More](#) Huddle Cards on Rise&Renew.
- » Install the Stretch Break Pro reminder for your monitor via [ServiceNow](#) (PC software requests).
- » **For remote work, visit** Kaiser Permanente’s [Where we work](#) webpage for resources and support.

Office Ergonomics Checklist

- 1. feet are flat on the floor
- 2. knees are at right angles
- 3. hips are even with your knees
- 4. lower back is upright and supported
- 5. shoulders are relaxed
- 6. arms are alongside the body
- 7. elbows are at right angles
- 8. wrists are straight and relaxed
- 9. hands and fingers are relaxed
- 10. head is not tilted
- 11. eyes are 2 to 3 inches below top of monitor

