



Making Sure You're Working Safely

Safety at your workstation matters. If you're working in a way that's causing your body aches and pains, that's not good. Kaiser Permanente has ergonomic standards in place to help protect you. Make your work environment and technology fit you, rather than you having to adapt to the environment or technology.

TEAM ACTIVITY

Champions, this month talk with unit-based team members about ergonomics. Is your workstation set up to work for you instead of you just "making do"? Encourage team members to assess their workstations. Use the tools and tips on the checklist to make sure your workspace is comfortable and safe for your body. Follow up with team members to find out what their ergonomic needs are.

Practice Safety Daily – Bonus Activity

Stretching is a good way to avoid injury. Incorporate stretching in your huddles and ask team members to lead an exercise.



Office Ergonomics Checklist

- ✓ feet are flat on the floor
- ✓ knees are at right angles
- ✓ hips are even with your knees
- ✓ lower back is upright and supported
- ✓ shoulders are relaxed
- ✓ arms are alongside the body
- ✓ elbows are at right angles
- ✓ wrists are straight and relaxed
- ✓ hands and fingers are relaxed
- ✓ head is not tilted
- ✓ eyes are 2 to 3 inches below top of monitor

Ergonomic Essentials

If your work environment isn't comfortable, seek help through online resources or your supervisor.

- » Visit Kaiser Permanente's [Where we work](#) webpage for resources and tips.
- » Take the [Ergonomics training](#) on KP Learn
- » Incorporate [Instant Recess](#)® into the work-day either with your team or on your own.
- » Check out the [Move More](#) Huddle Cards on Rise&Renew.
- » Install the Stretch Break Pro reminder for your monitor via [ServiceNow](#).