A vertical column of blue dots of varying sizes, arranged in a pattern that tapers towards the top.

Work From Home (WFH) Ergonomic Strategies



ERGONOMIC EXPOSURES AND &
WELLNESS STRATEGIES

2020

Presentation Housekeeping



Worker's Comp
focus



Safety / Cal-OSHA
compliance



Framework for risk
management



Q&A to follow via
email after webinar



PRESENTERS & CONTRIBUTORS



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ABE JABHAN

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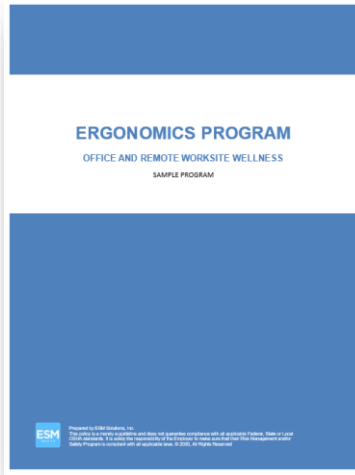
CUSTOMER SUCCESS

ESM INSITE

WFH Ergonomic Tools

(Click each to download or visit to download: <https://www.esminsite.com/blog/work-from-home-ergonomic-strategies>)

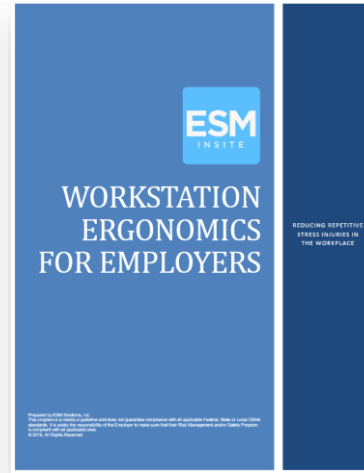
Ergonomics Program (Policy)



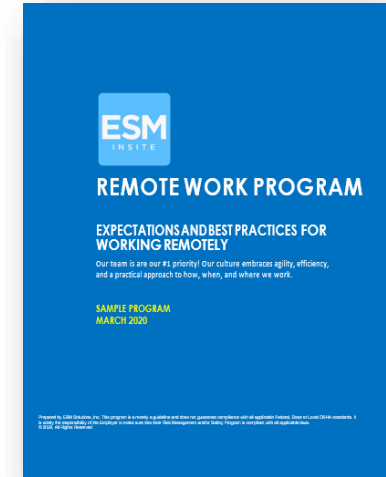
Ergonomics Program Overview (PPT)



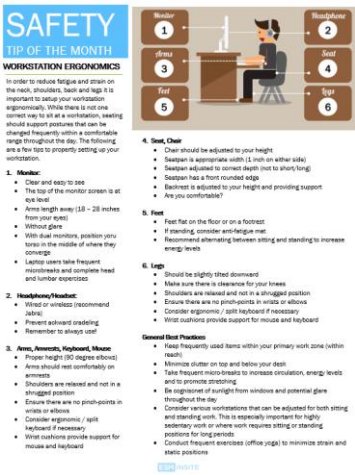
Workstation Ergonomics Module



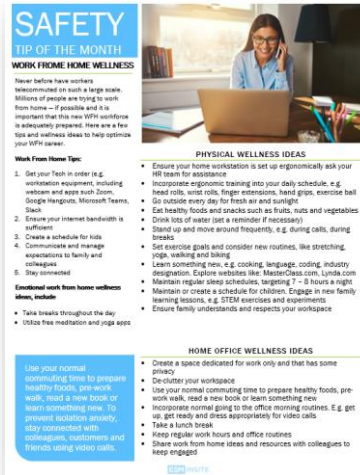
Remote Work Program



Workstation Setup Training Tip



Work From Home (WFH) Wellness Training



Ergonomic QuickCheck Self Assessment

Ergonomic QuickCheck

The following is an ergonomic quick-check reference guide for new and existing employees. For additional assistance please contact your designated Human Resource administrator. (Consider using a Google Form for this checklist) [Google Form Example: https://forms.gle/11210468752626](https://forms.gle/11210468752626)

Activity Review	Yes	No	Comments
Posture			
Are your elbows bent at a 90-degree angle when you use the keyboard or mouse?	<input type="checkbox"/>	<input type="checkbox"/>	
When any pinch-points observed? (if yes - please explain):	<input type="checkbox"/>	<input type="checkbox"/>	
Keyboard / Pointing Device			
Is the keyboard height and slope adjusted to promote a flat wrist and 50-degree wrist angle?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the mouse/pointing device within close reach and at the same level as your keyboard?	<input type="checkbox"/>	<input type="checkbox"/>	
Ergonomic Chair			
Is your chair equipped with adjustable seatpan and lumbar support?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you been trained on the adjustable options of your ergonomic chair?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the height of your chair adjusted so that your feet are positioned flat on the floor or on a footrest?	<input type="checkbox"/>	<input type="checkbox"/>	
Is your lower back supported by the back of your chair?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the chair's backrest height adjustable to provide maximum support for your back?	<input type="checkbox"/>	<input type="checkbox"/>	
Computer Screen			
Is your computer screen at a proper tilt and height to allow you to view without craning or twisting your neck?	<input type="checkbox"/>	<input type="checkbox"/>	
Are you sitting directly in front of your computer screen or if you properly focus on loose documents, is a source document holder directly in front of you?	<input type="checkbox"/>	<input type="checkbox"/>	
Work Conditions			
Are fingers and wrists in neutral or straight alignment when typing (not curving one to side or going up or down)?	<input type="checkbox"/>	<input type="checkbox"/>	
Are you avoiding awkward postures such as an extended finger or thumb while typing or using the pointer?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you have a headset?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you avoid cradling the telephone between your head and shoulder when talking or listening to others?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you know how to adjust your chair, keyboard tray and other workstation accessories?	<input type="checkbox"/>	<input type="checkbox"/>	
Lighting			
Is there sufficient lighting without glare on the screen from windows, lights, and surfaces?	<input type="checkbox"/>	<input type="checkbox"/>	
Are there any areas of concern?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there any additional assistance we can provide?	<input type="checkbox"/>	<input type="checkbox"/>	

Employee Name _____ Date Submitted _____ Supervisor Name _____ Date Reviewed _____

Ergonomic QuickCheck Google Form & Analysis

ESM INSITE

Ergonomic QuickCheck

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* Required

Email address *

Your email _____

Please provide your first and last name *

Your answer _____

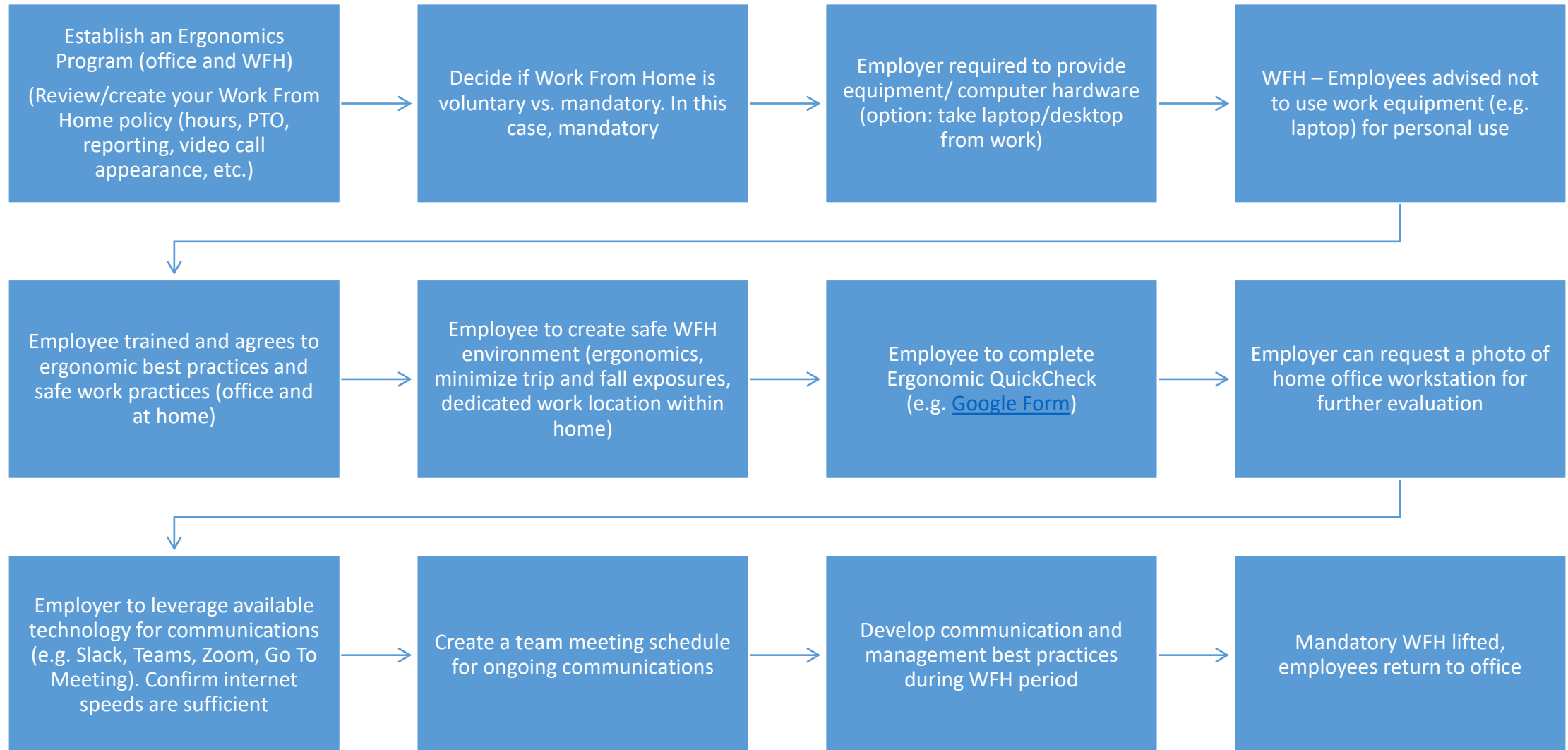
Are you assessing your office or home workstation? *

Office workstation

Home workstation

Next _____ Page 1 of 7

WFH Employer Process (Sample)



Getting Started with your Ergonomics Program

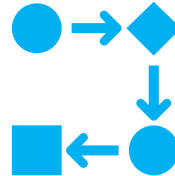


1. Review the Ergonomics Program (Policy) and amend to match your organization's procedures
2. Finalize the Ergonomics Program and review with Managers and Supervisors
3. Review Ergonomic Safety Tips (Workstation ergonomics and Work From Home Wellness) and amend to match your organization's policies and procedures
4. Provide training to all employees and obtain signatures using the attendance form.
5. Complete Ergonomic QuickCheck for office and remote workers (optional)
6. Maintain signature pages for recordkeeping

Cal-OSHA 3 Key Elements



Worksite Evaluation



Control of exposure which have RMIs



Training:

- Employer's Ergonomic Program
- Exposures associated with RMIs
- Symptoms & consequences for RMIs
- Reporting of RMIs
- Methods used to minimize RMIs

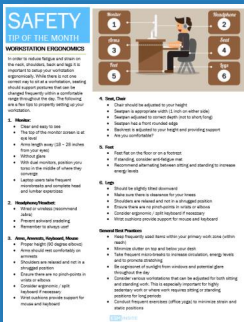
Cal-OSHA Title 8 CCR §5110. Repetitive Motion Injuries

Ergonomic Definitions

- **Ergonomic Stressors:** Poor workplace designs can present ergonomic risk factors called stressors. These stressors may include the following: *Repetition* – the number of motions or movements that are performed per cycle or per shift; *Force* – the power of the muscles used to produce motion in order to perform necessary activities such as lifting, grasping, pinching, pushing, etc.; *Extreme Postures* – when muscles are required to work at a level near or at their maximum capacity.
- **Musculoskeletal Disorder (MSD):** An injury or illness of the soft tissues of the upper extremity, shoulders and neck, lower back, and lower extremity that is primarily caused or exacerbated by workplace risk factors, such as sustained and repeated exertions or awkward postures. (Examples include: tendonitis, epicondylitis, rotator cuff syndrome, low-back pain, etc.)
- **Repetitive Motion Injury (RMI):** Also known as repetitive stress injuries (RSI), an RMI is a type of stress injury that results from repetitive motions such as frequent bending or sustained awkward positioning performed over extended periods of time without allowing for sufficient rest. Examples of RMI are medical conditions resulting from repeated use of a body part.
- **Cumulative Trauma Disorders (CTDs):** are a class of musculoskeletal disorders involving irritation to the tendons, tendon sheaths, and the related bones, muscles and nerves of the hands, wrists, elbows, shoulders, neck and back. The most frequently occurring occupationally induced disorders in this class include Carpal Tunnel Syndrome, Epicondylitis (Tennis Elbow), Tendonitis, Tenosynovitis, Synovitis, Stenosing Tenosynovitis of the finger, and lower back pain.

Repetitive Motion Injury Exposures

(Review Workstation Ergonomics Training Tip)



AWKWARD POSITIONS



HIGH TASK REPETITION



HIGH FORCE REQUIRED



MECHANICAL STRESS POINTS



POOR WORK STATION DESIGN



VIBRATION SOURCES



POOR WORK HABITS

Ergonomic Program Responsibilities

Safety Manager

- Assists with developing the written ergonomics program, which complies with Cal/OSHA's standard.
- Identifies tasks and work environments where potential repetitive motion injuries exposures exist.
- Assists with providing training and tools to all employees on the risks associated with repetitive motion injuries at our company.

Department Managers and Supervisors

- Responsible for providing new and existing employees with a safe work environment
- Ensure new hires and employees who have moved to a new workstation complete a ergonomic self-evaluation
- Consider including the ergonomic self-evaluation in the department's orientation process
- Participate in any on-site ergonomic evaluations
- Implement ergonomic recommendations/process timely
- Follow up with Human Resources, Facilities and/or Purchasing if necessary
- Maintains vigilance of department's ergonomics exposures and identifies potential RMIs

Affected Employees

- Complies with our Company's Ergonomics Program
- Communicates with HR ergonomic training needs and/or assessments
- Implements ergonomic recommendations provided

Worksite Analysis Methods



RMI identification



Ergonomic
Workstation
Evaluation



Interviews



Direct Observation
(Video, Photo)



Measurement of
risk factors



Evaluation of
worker capability



Employer WFH Strategies to Consider:



Develop a Company Slack or Teams channel for sharing information



Create a weekly virtual lunch for the org or by department



Provide frequent updates on business status and expectations from employees



Stay engaged with coworkers by scheduling 1:1 video calls



Conduct ergonomic evaluations and provide wellness ideas and strategies



Recommend employees discuss tax write-off for home office with CPA

Ergonomic QuickCheck

For office or home workstation evaluations

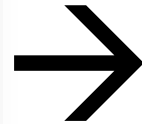
Ergonomic QuickCheck

The following is an ergonomic quick-check reference guide for new and existing employees. For additional assistance please contact your designated Human Resource administrator. (Consider using a [Google Forms](#) for this checklist)
 Google Form Example: <https://forms.gle/73ZH2vA9gc82Cse28>

Activity Review	Yes	No	Comments
Posture			
Are your elbows bent at a 90-degree angle when you use the keyboard or pointer?	<input type="checkbox"/>	<input type="checkbox"/>	
Were any <u>pinch-points</u> observed? (if yes – please explain):	<input type="checkbox"/>	<input type="checkbox"/>	
Keyboard / Pointing Device			
Is the keyboard height and slope adjusted to promote a flat wrist and 90-degree elbow angle?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the mouse/pointing device within close reach and at the same level as your keyboard?	<input type="checkbox"/>	<input type="checkbox"/>	
Ergonomic Chair			
Is your chair equipped with adjustable seatpan and backrest options?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you been trained on the adjustable options of your ergonomic chair?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the height of your chair adjusted so that your feet are positioned flat on the floor or on a footrest?	<input type="checkbox"/>	<input type="checkbox"/>	
Is your lower back supported by the back of your chair?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the chair backrest height adjusted to provide maximum support for your back?	<input type="checkbox"/>	<input type="checkbox"/>	
Computer Screen			
Is your computer screen at a proper tilt and height to allow you to view it without raising or lowering your chin?	<input type="checkbox"/>	<input type="checkbox"/>	
Are you sitting directly in front of your computer screen or if you primarily focus on source documents, is a source document holder directly in front of you?	<input type="checkbox"/>	<input type="checkbox"/>	
Work Techniques			
Are fingers and wrists in neutral or straight alignment when typing (not turning side to side or going up or down)?	<input type="checkbox"/>	<input type="checkbox"/>	
Are you avoiding awkward postures such as an extended finger or thumb when keying or using the pointer?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you have a headset?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you avoid cradling the telephone between your head and shoulder when talking or listening to others?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you know how to adjust your chair, keyboard tray and other workstation accessories?	<input type="checkbox"/>	<input type="checkbox"/>	
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Is there sufficient lighting without glare on the screen from windows, lights, and surfaces?	<input type="checkbox"/>	<input type="checkbox"/>	
Are there any areas of concern?			
Is there any additional assistance we can provide?			

Employee Name _____ Date Submitted _____ Supervisor Name _____ Date Received _____

1



Ergonomic QuickCheck

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Please provide your first and last name *

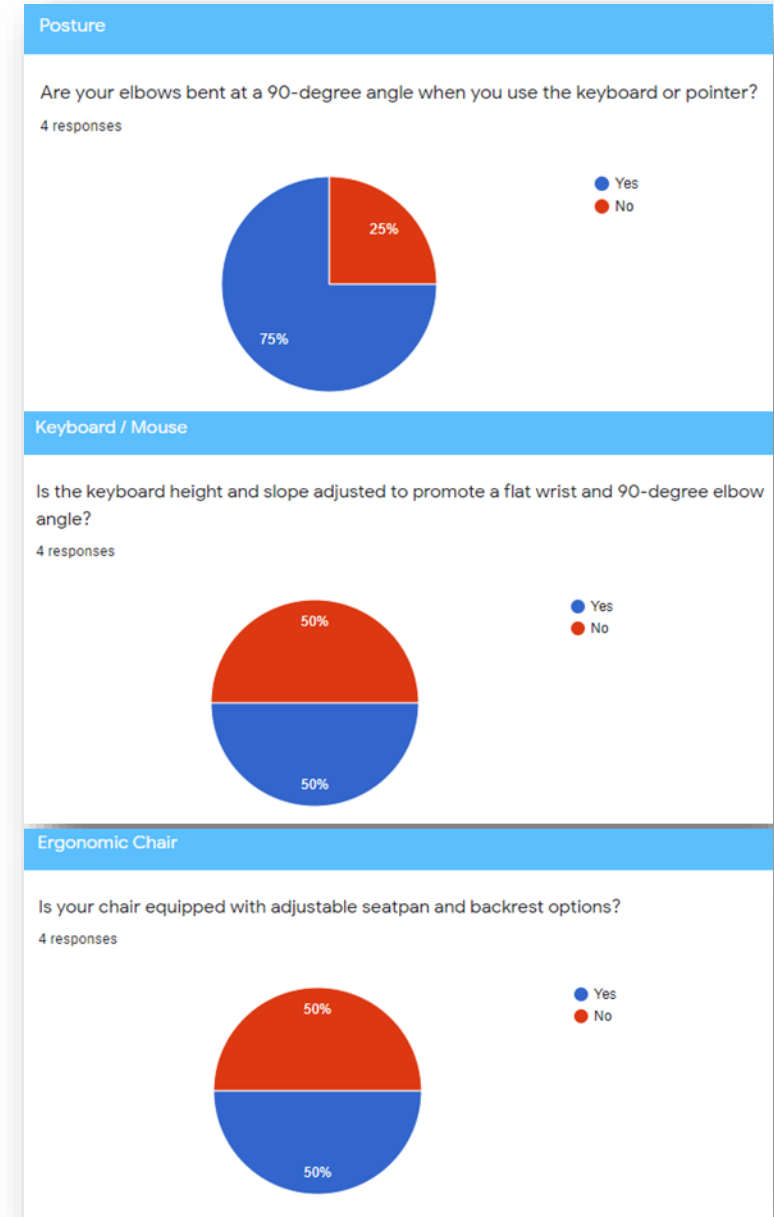
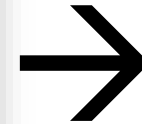
Your answer _____

Are you assessing your office or home workstation? *

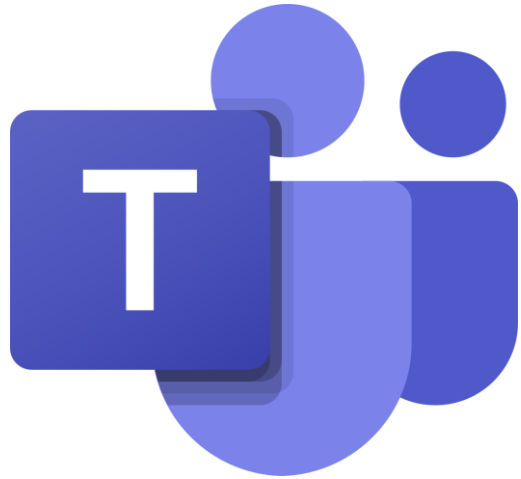
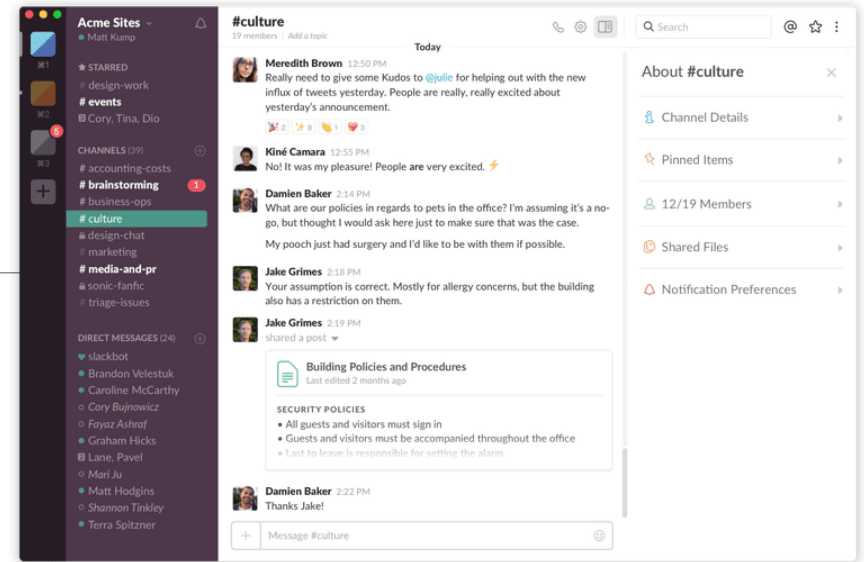
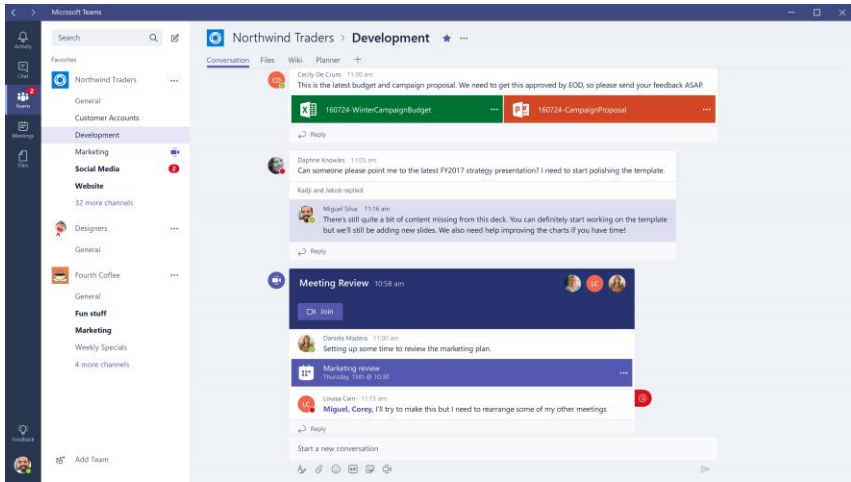
Office workstation

Home workstation

[Next](#) Page 1 of 7



Google Form Example:
<https://forms.gle/73ZH2vA9gc82Cse28>



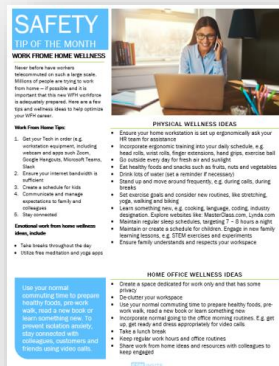
zoom





Employee Work From Home Tips & Tactics:

(Review Work From Home Wellness Training Tip)



- **Reliable tech:** working from home starts with hardware and software that deliver a great experience for you and the person you're connecting with.
- **Over-communicate:** Encourage each other to ask for help with increasing tasks. Utilize a wellbeing survey to create more avenues for feedback during stressful times such as COVID-19.
- **Dedicated workspace:** Create a space where you can concentrate. You don't need a lot of space to do that. You can be in your living room, have a desk in the corner with a chair that's specific for working. Don't use the space for anything else.
- **Dress code:** Sweatpants might be tempting, but getting dressed every day helps you get in the mindset of being at work.
- **Roommates/Significant Others/Kids:** Be up front with what you need to focus. Ask for their support in creating a silent space.
- **Listen to non-lyrical music:** This can be less distracting while keeping energy levels high.
- **Walk around:** Get water, walk during conference calls, set reminders to get up and walk to another room so you don't find yourself sitting there for 3+ hours.
- **Snack well:** The right kind of snack can keep you fueled and sharp throughout the day. Opt for fresh fruit and nuts when possible.
- **Stay hydrated:** Keep an eye on your coffee intake and balance it with lots of water to stay hydrated.
- **Don't let your phone distract you:** If someone needs to schedule time with you, let them do that. Stay vigilant about prioritizing tasks and calls. 90min work-cycles can be key for focus.
- **Rethink your morning routine:** Don't reach for your work email first thing in the morning. Take the time to meditate instead. Block off time to explore big picture projects.
- **Tailor work to your style:** Working from home allows us to cater to our work styles (early morning or late night). This might not be possible for all teams depending on responsibilities. But if it's feasible, take advantage of it.

CDC:
Disinfecting
Your Home if
Someone is
COVID-19 Sick
part 1

- **Close off areas** used by the sick person.
- **Open outside doors and windows** to increase air circulation in the area. **Wait 24 hours (or as long as possible)** before you clean or disinfect.
- Clean and disinfect **all areas used by the sick person**, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, etc.
- **Wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.**
- **Wash your hands often** with soap and water for 20 seconds.

www.cdc.gov/coronavirus/2019-ncov/prepare/disinfecting-building-facility.html

CDC: Disinfecting Your Home if Someone is Sick *part 2*

- **Use diluted household bleach solutions** if appropriate for the surface. Check to ensure the product is not past its expiration date. Unexpired household bleach will be effective against coronaviruses when properly diluted.
- **Follow manufacturer's instructions** for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.
- **To make a bleach solution**, mix:
 - 5 tablespoons (1/3rd cup) bleach per gallon of water, OR
 - 4 teaspoons bleach per quart of water
- **Alcohol solutions with at least 70% alcohol.**
- **Household cleaners and disinfectants:** Clean the area or item with soap and water or another detergent if it is dirty. Then, use a household disinfectant.

www.cdc.gov/coronavirus/2019-ncov/prepare/disinfecting-building-facility.html

Carrier Ergonomic Resources



Ergonomic app can be downloaded and distributed to team (requires an admin).
In-house ergonomists.
Virtual ergonomic evaluations available to certain policy holders.



Travelers: In-house ergonomists.
Virtual ergonomic evaluations available to certain policy holders.



Everest: In-house ergonomists.
Virtual ergonomic evaluations available to certain policy holders.

Check with your broker/carrier to confirm Carrier Loss Control service offerings

Work-from-Home and Workers' Compensation

AOE/COE: In order to be compensable, an injury must “arise out of” and occur “in the course of” a claimant’s employment.

Once it is established that the home premises are also the work premises, it follows that the hazards of home premises encountered in connection with the performance of the work are also hazards of the employment.

When an employee works from home, the new environment poses new risks for injury and liability –think of examples such as “tripping over the dog”

Personal Comfort Doctrine extends to working from home (e.g. grabbing a coffee from the kitchen while working)



Reporting and Resources

- Have employees report an injury that occurs while working at work— make clear who they are to report to and to do so immediately.
- Take a detailed report of the incident – are they doing something not work related?
- Ensure the employee have access to mandatory Workers' Compensation materials
- Nearby MPN facilities or remote options

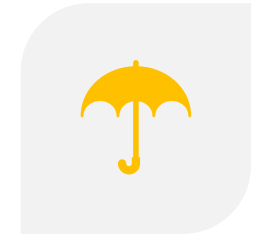
Some Considerations Outside the Scope of Workers' Compensation:



TAX IMPLICATIONS



HR WORK FROM HOME
POLICES &
EXPECTATIONS



INSURANCE COVERAGE
AND EXCLUSIONS



SICK LEAVE /PTO,
CALIFORNIA HOUR &
WAGE CONSIDERATIONS



APPLICABLE FEDERAL
AND STATE LAWS



CYBERSECURITY AND
TOOLS FOR THE HOME
OFFICE

***Consult a Labor Attorney, Tax Professional, and evaluate your HR policies regarding Telecommuting**

Recommendations



DEVELOP A REMOTE WORK POLICY THAT COVERS ELIGIBILITY, SAFETY, EQUIPMENT AND SECURITY



HAVE THE EMPLOYEE SIGN A REMOTE WORK AGREEMENT, ACKNOWLEDGING THEIR RESPONSIBILITIES AND EXPECTATIONS



PROVIDE EASY ACCESS TO WORKERS' COMPENSATION RESOURCES AND CONTACT INFORMATION



KEEP LINES OF COMMUNICATION OPEN WITH REMOTE WORKERS & PROVIDE FEEDBACK ON SAFE WORKING ENVIRONMENTS



ENCOURAGE AND PROVIDE RESOURCES FOR A DEDICATED WORKSTATION AT HOME

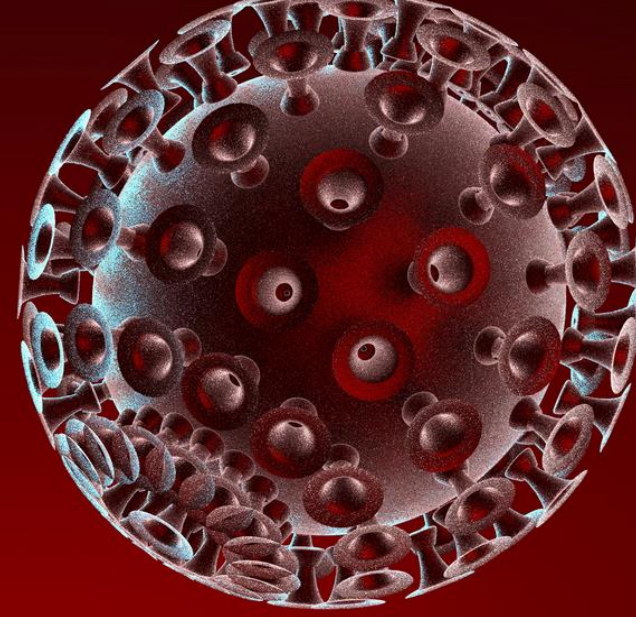
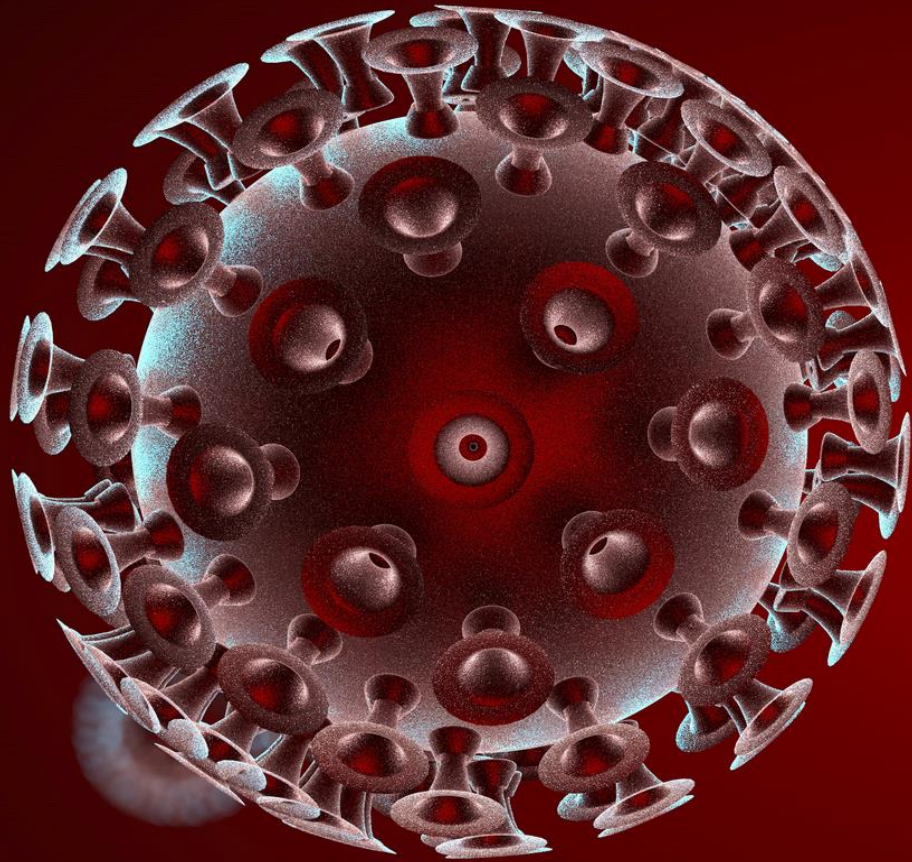


CONSULT A LABOR ATTORNEY, TAX PROFESSIONAL, AND EVALUATE YOUR HR POLICIES

Additional Company Policies To Review:

1. Review your work from home policy
2. Review your travel/mileage policy
3. Review your Work Comp reporting procedures

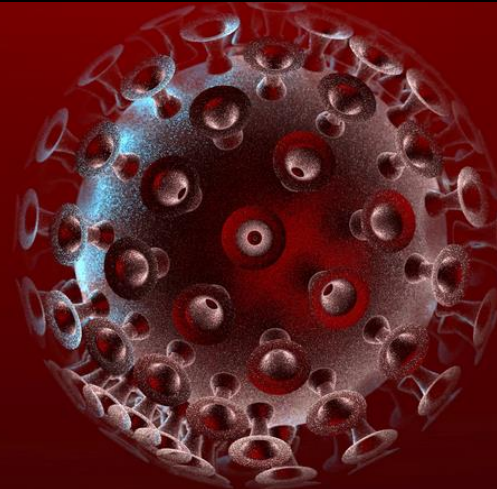




ESM's COVID-19 Compliance Center

ESM is monitoring the COVID-19 pandemic and how it is impacting the Workers' Compensation system. Click below for compliance and mitigation resources.

[Learn More](#)





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