



# Wellness in the Workplace

## Office Workforce



# Objectives

01

Discuss occupational wellness and its impact on physical and mental health

02

Understand proper office space ergonomics

03

Review on-the-job stretches and exercises

04

Define worker fatigue and how it impacts health

05

Learn various ways to improve health on the job





# What is Occupational Wellness?

- Optimizing balance between work and personal life
  - Work allows for financial security, use of talents, development of skills, pursuit of interests, etc.
  - Leisure allows for a recharge through enjoyable activities outside of work
- The ability to reduce/prevent stress, as well as strive for satisfaction and meaning in life through working



# Importance of Occupational Wellness

- The U.S. Civilian workforce employed approximately 148 million people in 2015
- Economically active people spend an average of 1/3 of their lifetime in the workplace
- Occupational wellness allows for involvement in gratifying activities, while minimizing risk of illness or injury



# Importance of Occupational Wellness

Good working conditions can provide security, personal development opportunities, and protection from physical and psychosocial hazards

Lack of wellness in the workplace can lead to stress, the development of unhealthy habits, injury, and chronic disease



# Working Conditions

- Working conditions can impact an individual both physically and mentally in terms of:
- Protecting one's physical health with proper ergonomics (physical)
- Understanding how to prevent worker fatigue and burnout (mental)

PHYSICAL/MENTAL





# What is Ergonomics?

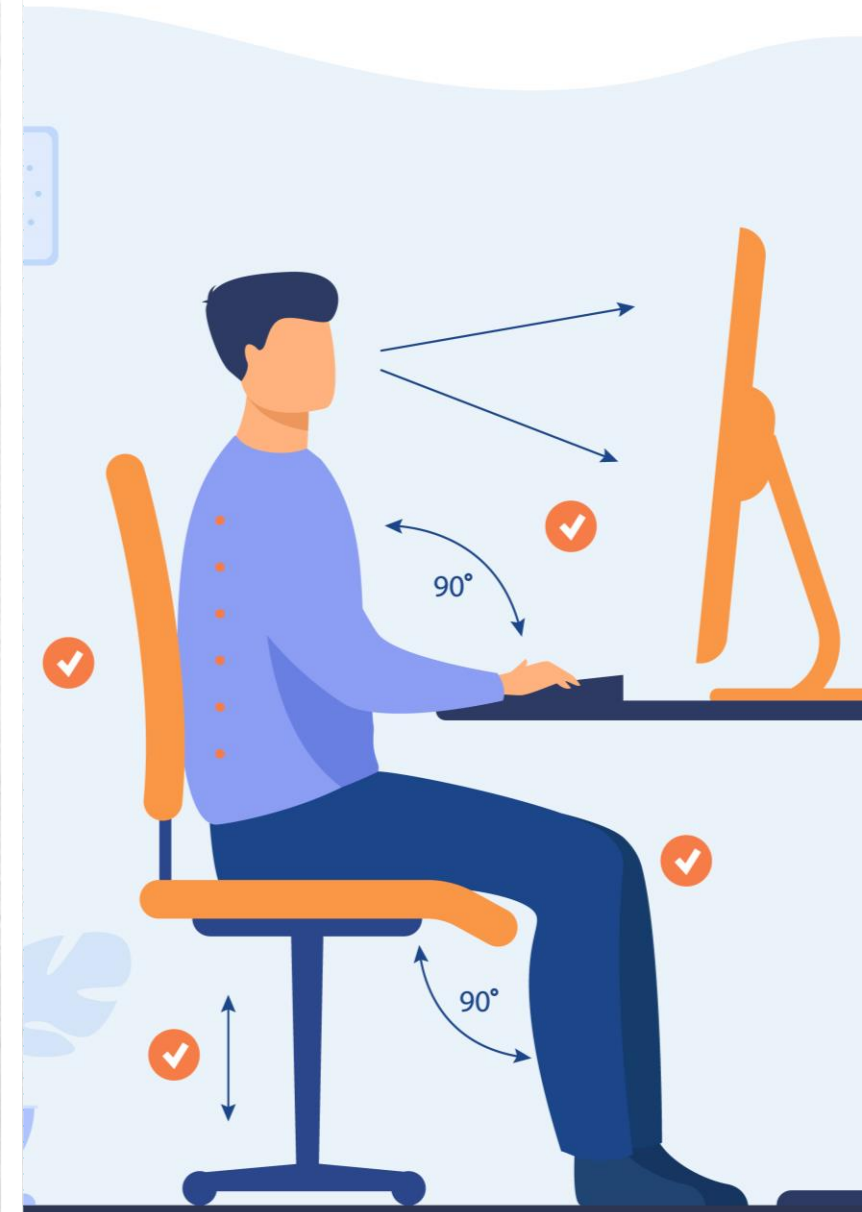
Ergonomics is the science of fitting the job to the worker

Ergonomic hazards occur when repetitive work, the type of work, or a certain position strains the body

It helps lessen muscle fatigue, increase productivity, and reduces the number and severity of work-related MSDs

# Office Ergonomics

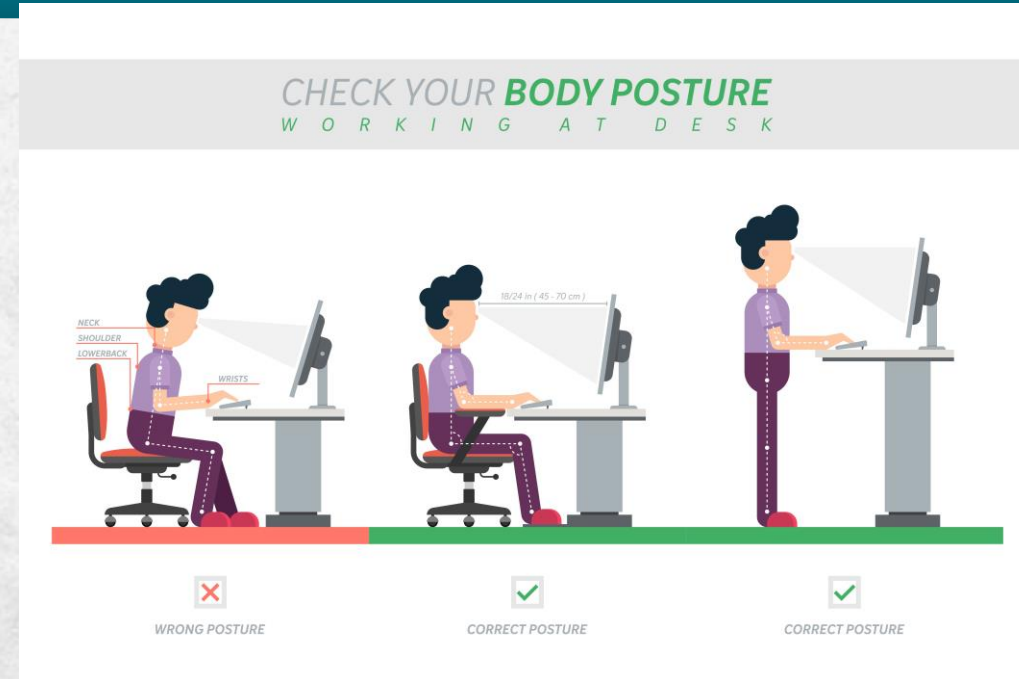
- Proper office ergonomics can help you and your joints stay comfortable at work
- Make your workstation comfortable by checking the position of the following items:
  - Chair
  - Footrest
  - Key objects
  - Keyboard and mouse
  - Monitor
  - Telephone
  - Desk





# Office Ergonomics, cont.

- Chair
  - Choose chair that supports your spine
  - Adjust height so feet rest flat on the floor
- Footrest
  - If chair is too high to rest feet flat on the floor, use a footrest or a small stool
- Key objects
  - Keep key objects (e.g., stapler) close to your body to minimize reaching





# Office Ergonomics, cont.

- Keyboard and mouse
  - While typing or using mouse, keep wrists straight, upper arms close to the body, and hands at or slightly below level of your elbow
  - Keep mouse close to the keyboard
  - Alternate the hand you use to operate the mouse
- Monitor
  - Place monitor directly in front of you, an arm's length away
  - Top of screen should be slightly below eye level



# Office Ergonomics, cont.

- Telephone
  - If frequently talking on the phone, use the speaker or a headset rather than cradling the phone between your head and neck
- Desk
  - Make sure there is clearance for your knees, thighs, and feet under your desk
  - If desk has a hard edge, pad the edge or use a wrist rest
  - Avoid storing items under your desk





# Ergonomics at Home

## DO

- Work at an appropriate height
- Use an office chair if possible
- Follow the 20/20/20 rule
- Customize a space to fit you
- Get up and walk around

## DON'T

- Hunch over your laptop
- Give up on your current chair
- Let your feet dangle
- Turn your couch into a workstation
- Skip lunch



# Staying Productive Working from Home

- Have a designated area for work
- Treat work like work
  - Develop a reasonable routine
  - Set clear and defined boundaries between work and personal life
  - Make a to-do list each day
- Stay connected
  - Video calls, instant messaging apps
- Talk to your family





# Eye Exercises & Stretches

- Eye comfort exercises
  - Blinking and yawning produces tears to moisten the eyes
- Eye movements
  - Close eyes; move eyes up, down, left, and right
- Focus change
  - Focus on something close by, then focus on something farther away



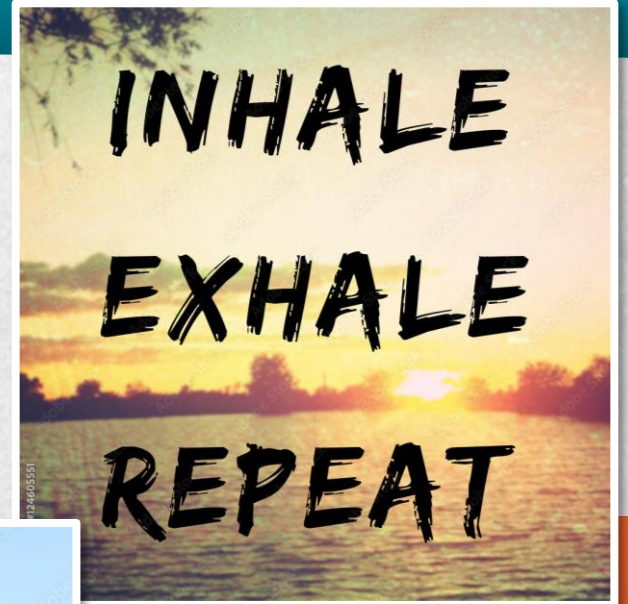
# Musculoskeletal Stretches

## Deep Breathing:

- While standing, or in a relaxed position
- Place one hand on the abdomen and one on the chest
- Inhale slowly through nose
- Hold for 4 seconds
- Exhale slowly through mouth
- Repeat

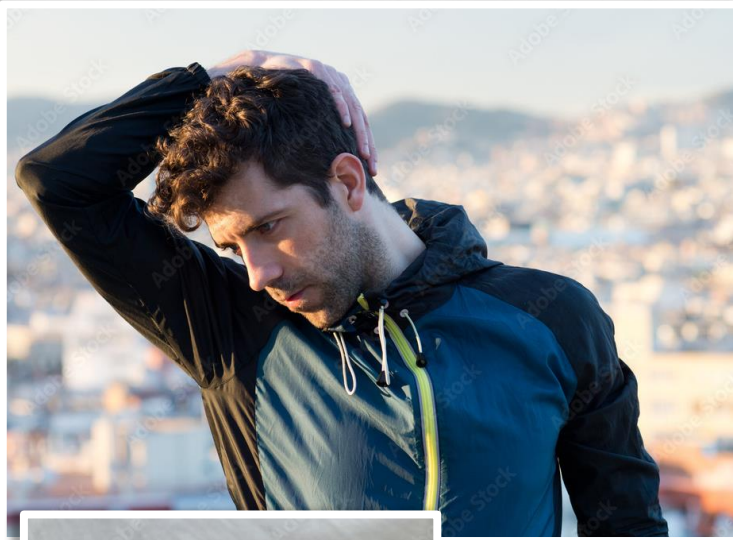
## Shoulder Shrug:

- Slowly bring shoulders up to the ears and hold for approximately 3 seconds
- Rotate shoulders back and down
- Repeat 10 times



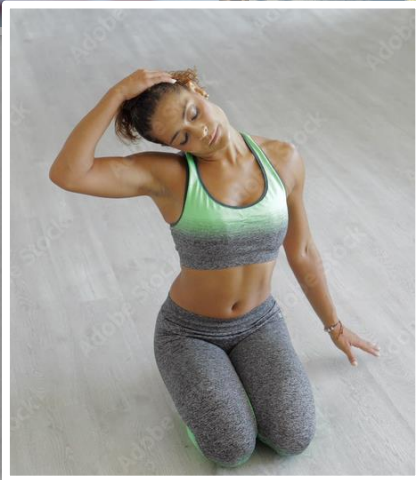


# Musculoskeletal Stretches, cont.



## Diagonal Neck Stretch

- Turn head slightly and then look down as if looking in your pocket
- Hold for 15 seconds
- Relax
- Repeat 3 times on each side



## Side Bend Neck Stretch

- Tilt head to one side (ear towards shoulder)
- Hold for 15 seconds
- Relax
- Repeat 3 times on each side



# Musculoskeletal Stretches

## Executive Stretch

- While sitting, lock hands behind head
- Bring elbows back as far as possible
- Inhale deeply while leaning back and stretching
- Hold for 20 seconds
- Exhale and relax
- Repeat 1 time



## Foot Rotation

- While sitting, slowly rotate each foot from the ankle
- Rotate 3 times in one direction, then 3 times in the opposite direction
- Relax
- Repeat 1 time



# Musculoskeletal Stretches, cont.



## Handshake

- While sitting, drop arms to the side
- Shake hands downward gently
- Repeat frequently

## Wrist Stretch

- Hold arm straight out in front of you
- Pull the hand backwards with the other hand, then pull downward
- Hold for 20 seconds
- Relax
- Repeat 3 times each



# Musculoskeletal Stretches, cont.

## Finger Massage

- Massage fingers of each hand individually, slowly, and gently
- Move toward nail gently
- Massage space between fingers
- Perform daily

## Hand Massage

- Massage the inside and outside of the hand using the thumb and fingers
- Repeat frequently (including before beginning work)



# Musculoskeletal Stretches, cont.

## Back Scratcher

- Raise both arms overhead
- Hold the elbow of one arm with the hand of your other arm. Gently pull the elbow behind your head
- Do this slowly and hold for a count of 5
- Switch to the other arm
- Repeat

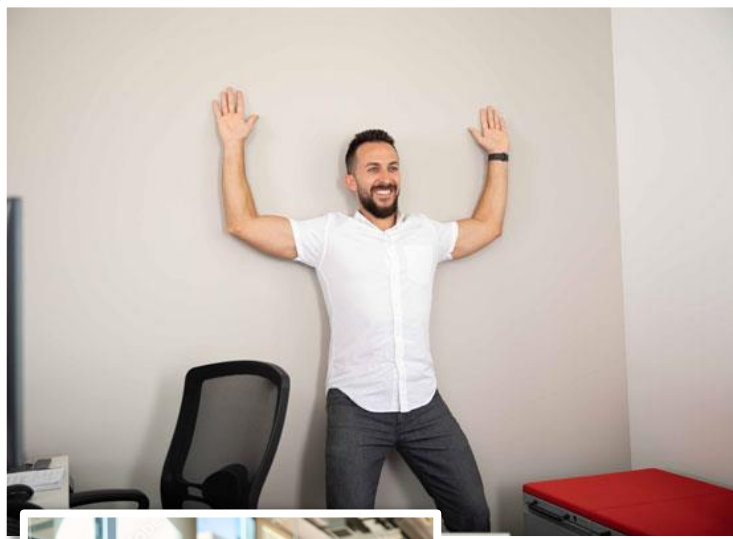
## Overhead Stretch

- While sitting or standing, interlace your fingers
- With your palms facing toward the ceiling, push both arms straight up and back slightly
- Hold for a count of 5 and repeat





# Back Exercises



## Wall Slide

- Stand with your back against a wall and your feet slightly apart
- Slide into a half-sit. Hold as long as you can; slide back up
- Repeat 5 times



## Partial Sit-Up

- Lie on your back with both knees bent and your feet flat on the floor. Slowly raise your head and shoulders off the floor, keeping your hands across your chest
- Work up to 30 repetitions

# Back Exercises, cont.

## Bridge

- Lie on your back with both knees bent and your feet flat on the floor
- With arms lying at your sides, tighten stomach muscles, squeeze buttocks, and slowly raise your hips into the air
- Hold for 5 seconds and then slowly bring the buttocks back to the floor
- Repeat 20 times







# What Causes Worker Fatigue?

- Fatigue is the body's signal that a rest period is needed
- Worker fatigue can be caused by:
  - Consistent poor quality sleep
  - Long work hours
  - Extended/irregular shifts
  - Physically, mentally, and/or emotionally stressful work conditions
  - Disruption to the circadian rhythm

# Circadian Rhythm

- Internal “body clock” regulating our alertness and sleepiness
  - Uses external cues like sunlight, darkness, eating, and activity
- Affects digestion, hormones, body temperature and much more
- Strongest sleep drive generally occurs between 2am-4am and 1pm-3pm





# Who is Affected by Worker Fatigue?



Irregular (shift work) and extended shifts are common among:

- Military personnel (AD, CIV, CTR)
- Healthcare providers
- Transportation workers
- First responders
- Firefighters
- Police officers
- Construction workers



# What is Shift Work?

- Any work outside the traditional 9am-5pm day
  - About 15% of full-time U.S. workers
- Many reasons people choose shift work
  - More money, less distractions, childcare
- There are some health concerns associated with shift work and demanding work schedules





# Effects of Demanding Work Schedules

- Worker fatigue increases the risk for illness and injury
- Accident and injury rates are 18% greater during evening shifts, and 30% greater during night shifts, when compared to day shifts
- Decreased alertness and fatigue has been a contributing factor in:
  - Industrial disasters
  - Increased sleep problems and risk for injury
  - Direct and indirect increases in costs



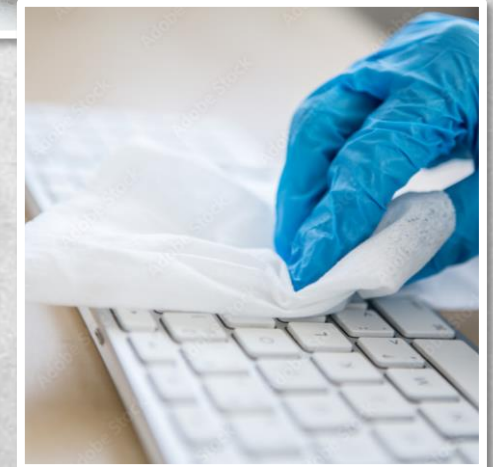
# Fatigue's Affect on Health

- Fatigue causes:
  - Weariness
  - Sleepiness
  - Irritability
  - Reduced alertness
  - Impaired decision making
  - Lack of motivation, concentration, and memory
- Fatigue is linked to:
  - Heart disease
  - Stomach/digestive problems
  - Musculoskeletal disorders
  - Reproductive problems
  - Depression
  - Some cancers
  - Poor eating habits/obesity
  - Worsening of existing chronic conditions
  - Sleep disorders



# Improve Your Health at Work

- Get enough sleep
- Drink plenty of water
- Keep healthy snacks on hand
- Eat a healthy lunch and manage portions
- Add exercise to your workday
- Get out the disinfectant!
- Avoid long stretches of long days
- Take vacations
- Practice self-awareness – know yourself and know your limits







# Get Enough Sleep

- Strive for consistency in your sleep duration
  - Most adults need at least 7 hours
- Keep a consistent sleep schedule
- Set yourself up for sleep success
  - Avoid chemicals that affect sleep, make bedroom conducive of sleep
- Create a routine
  - Establish a regular, relaxing bedtime routine, avoid stressful activities before bed





# Drink Plenty of Water

- Water is essential for your health
  - Regulates body temperature, removes waste from the body, lubricates and cushions joints
- You can meet your fluid needs by drinking when you are thirsty and with meals
- To get more water, try these tips
  - Keep a water bottle with you for easy access
  - Substitute water for a sugary beverage
  - Choose water when eating out
  - Flavor water with a wedge of lime or lemon





# Keep Healthy Snacks on Hand



- Pay attention to your hunger cues to avoid becoming overly hungry
- Choose foods that fit into your daily diet (e.g., fruits, vegetables, whole grains)
- Ideal snacks provide protein, fiber, and a little carbohydrates
  - Trail mix, natural peanut butter and fruit, tuna salad kit, Greek yogurt



# Eat a Healthy Lunch

- Bring your own lunch to work
  - For a balanced lunch, include a lean protein, fruit and/or vegetable, and a whole grain
- Take a 15-20 min break from work to enjoy your lunch and avoid “mindless eating”
- When eating out, practice portion control, avoid fried foods, and get plenty of fruits and veggies





# Add Exercise to Your Workday

- Exercise is one of the most important things you can do to stay healthy
  - Aim for 150 min of moderate-intensity aerobic activity/wk and strength training 2 days/wk
- Add exercise to your workday by:
  - Walk or bike to work if possible
  - Look for ways to get out of your chair
  - Take fitness breaks
  - Organize a lunchtime walking group
  - Conduct meetings on the go



# Get Out the Disinfectant!

- It is important to keep all work surfaces clean
  - A person can become sick by touching a contaminated surface
  - Regularly disinfect telephones, computer equipment, and other frequently touched surfaces
- Only use disinfectants registered by the U.S. Environmental Protection Agency





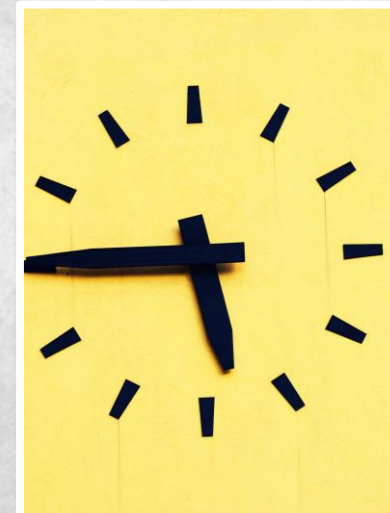
# Avoid Long Stretches of Long Days

- Sometimes people can get caught up in work and not realize the impact it's having on their health
- Burnout can occur when stress at work is high, and it affects mood and relationships
- Burnout is a combination of emotional exhaustion, depersonalization, and reduced personal accomplishment, caused by chronic work stress



# Recognizing Job Burnout

- Signs/Symptoms of Burnout
  - Exhaustion
  - Alienation from work-related activities
  - Reduced performance
- Consequences of Burnout
  - Fatigue, insomnia
  - Depression, anxiety, alcohol or substance abuse
  - Heart disease, stroke, vulnerability to illnesses



# Take Vacations

- Vacations are an important part of staying healthy at work
- Both long and short vacations have proven to be beneficial for recharging and improving stress levels



# Practice Self-Awareness

- It's important to recognize when a break or vacation is needed
- Know yourself and know your limits
- Set limits for yourself by:
  - Managing your time
  - Make a list
  - Learn to say "no"
  - Leave work at work



# Additional Resources

## Employee Assistance Program

INSERT EAP INFORMATION HERE

1-800-000-0000

WWW.WEBSITE-GOES-  
HERE.COM/EAP

## Additional Resources

INSERT ADDITIONAL RESOURCE  
INFORMATION HERE

1-800-000-0000

WWW.WEBSITE-GOES-HERE.COM

Services are available  hours a day,  days a week to provide assistance.



# Summary

1

Occupational wellness can have a significant impact on one's physical and mental health in the workplace

2

Prioritize implementing proper ergonomics into your workspace

3

Take the necessary steps to prevent the development of worker fatigue and burnout

4

Follow the tips we discussed today to improve your health at work

# Questions? Contact Us!



- Email
- Phone
- Website

