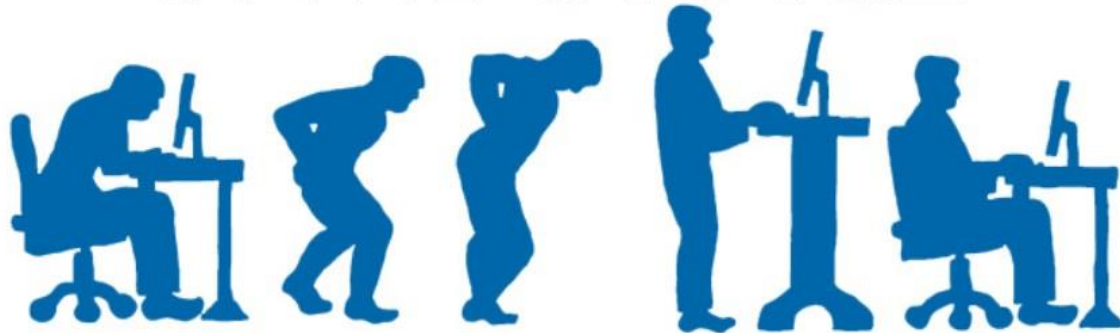


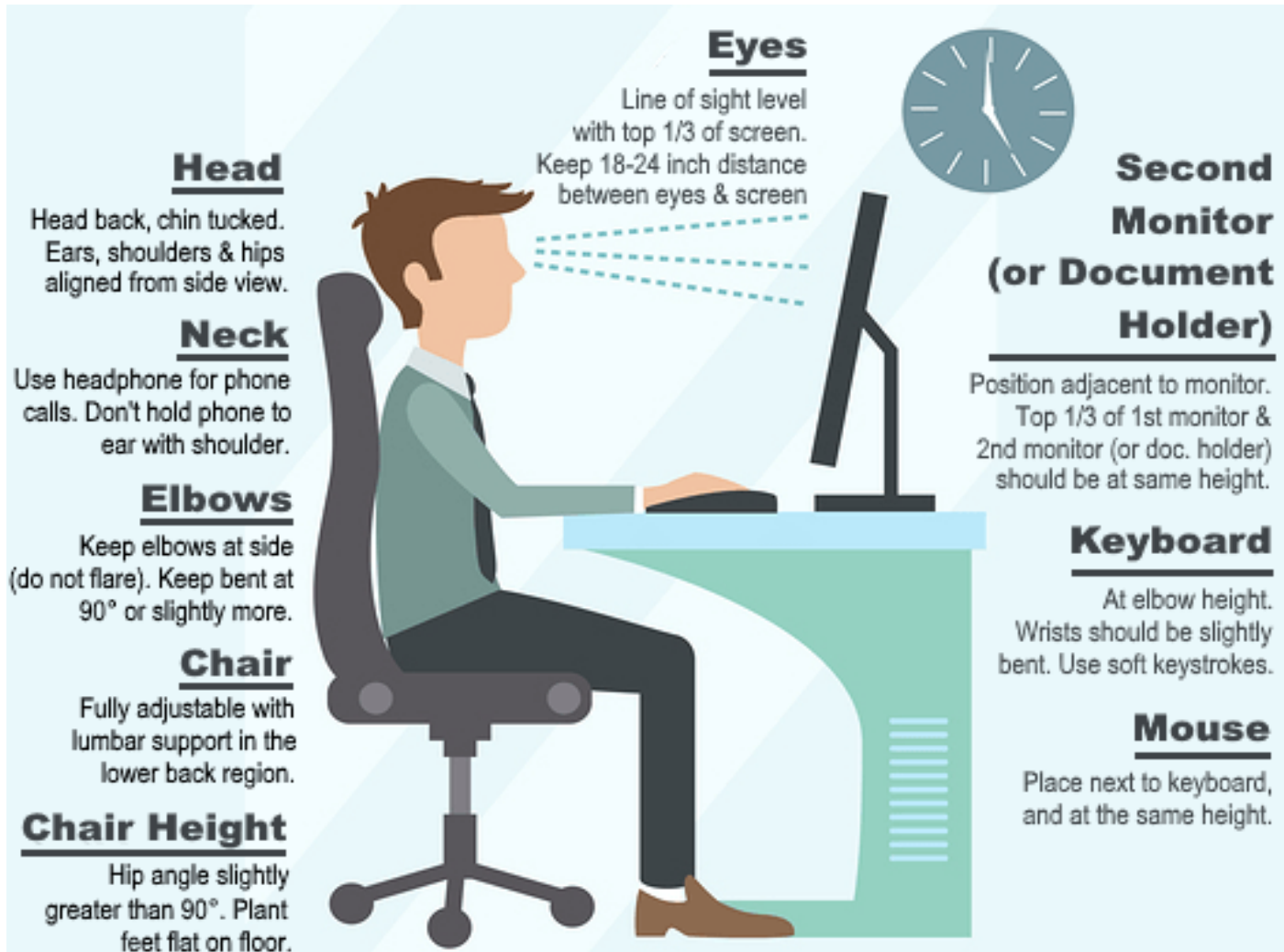
OSHA TRAINING – DECEMBER

ERGONOMICS IN THE **OFFICE**



Ergonomics & Stress Management

Workspace Ergonomics Basics



Upper Arm Stretch



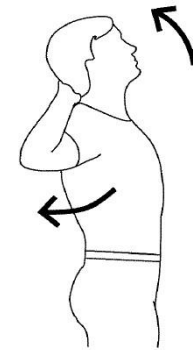
Chin tuck, Head Turn, Side Neck Stretch



Shoulder Stretch

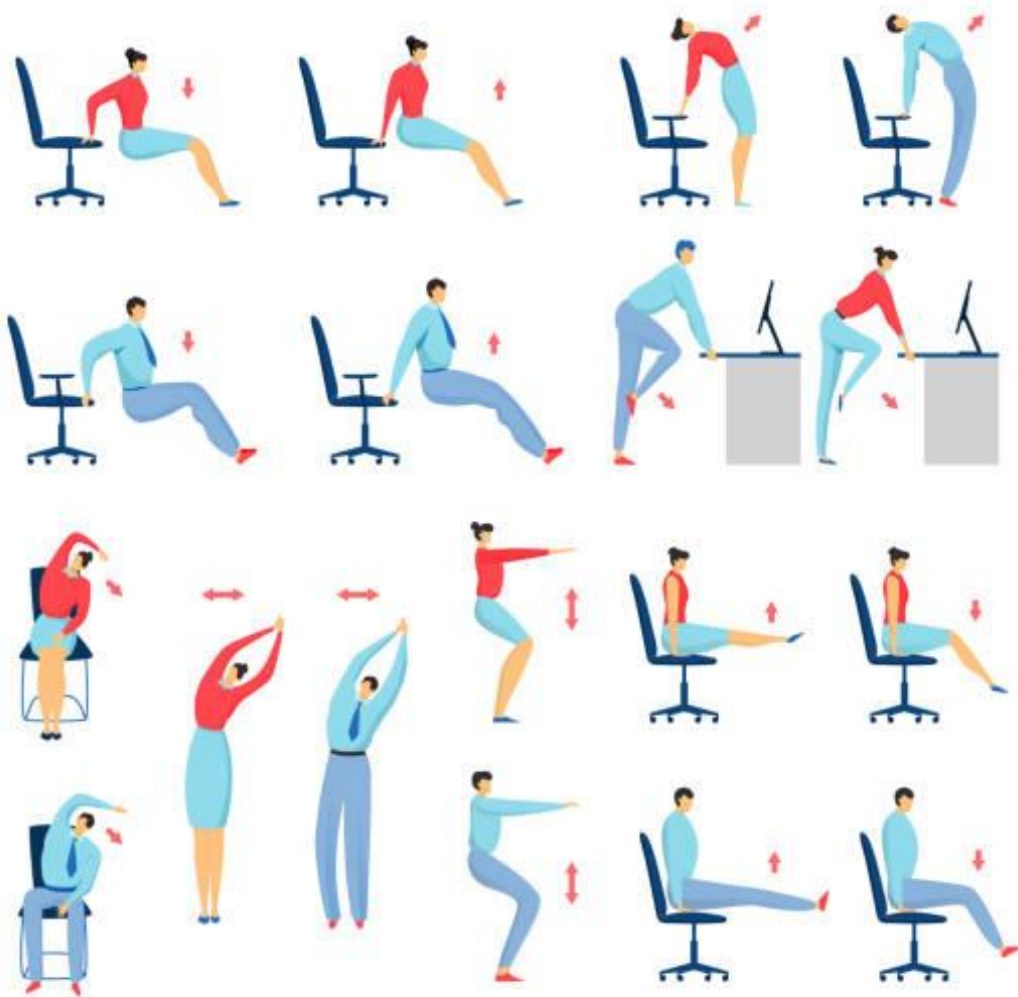


Lower Back Stretch



Chest Stretch

CHAIR YOGA STRETCHES



Choosing the Right Shoes

- Standing for long periods of time can put you at risk for pain in your feet and joints. Be sure to wear comfortable, cushioned shoes that grip your heel and support your arch. Avoid flats or heels over two inches, and make sure the shape of your shoe does not change the shape of your foot (as in pointed toes). Never purchase shoes for the job that pinch or inhibit your feet in any way.



8 WAYS TO prevent stress AT WORK

1

Take a Walk

A brisk walk can boost endorphins, which help reduce stress hormones.

2

Decorate with Greenery

A U.S. study found that the presence of potted plants made workers feel less stressed and more productive.

3

Organize Your Desk

Removing the clutter and surrounding yourself with open space helps you feel less anxiety.

4

Daydream

Like meditation, daydreaming allows your mind to relax, release anxiety, and return refreshed.



Talk to a Friend

Pull your mind away from work and ask a coworker about their weekend. Or call an old friend just to catch up.

Listen to Music

Music can greatly reduce anxiety, especially slow paced classical music.

5

Set Priorities

Prioritizing your to-do list will help you set short-term goals and feel relief when you accomplish them.

6

Use Your Lunch Break

Let lunch be a time of relaxation. Disconnecting from work for even an hour helps reduce stress and gives you extra energy when you return.



1. Take a walk
2. Decorate with greenery
3. Organize your desk
4. Daydream - Meditate
5. Talk to a friend
6. Listen to music that calms you
7. Set priorities
8. Use your lunch break to relax