

JANUARY 9-13, 2023

# SAFETY FIRST WEEK

## SAFETY, RISK AND EMERGENCY MANAGEMENT

951.928.3777, EXT. 7777

## SECURITY

951.928.3777, EXT. 4444

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Perris, CA 92570

## ERGONOMICS

Proper form is key to workplace safety and to avoid repetitive injuries. By promoting proper ergonomics with good posture, properly positioned equipment, and using proper form with your body, you can help reduce the risk of injuries. Here are some helpful tips designed to promote workplace ergonomics.



### OFFICE ERGONOMICS

- **Evaluate your workspace (Office and Home)** — Ensure items are within arm's reach (primary and secondary working zones). Arrange your workstation to best protect yourself from unnecessary strain.
- **RSI Guard** — Take breaks and stretch when prompted. RSI Guard prompts are based on your computer usage. Please contact Adam Will or Susan Barnes if adjustments are needed or if no ergo reminders are prompted with continuous work.
- **Recognize Discomfort** — An improper office setup and sitting posture are contributing factors to discomfort. Ensure your office equipment is set up in the best possible way to maximize comfort and productivity.

### FIELD ERGONOMICS

- **Proper Form and Use** — When performing a task, ensure that you're using the proper form for your body, including the proper use of equipment or tools.
- **Job Safety Analysis (JSA)** — Reassess your JSAs to include ergonomic considerations when identifying safety hazards associated with specific jobs or tasks.
- **Hierarchy of Controls** — Utilize the Hierarchy of Controls to reduce the risk of an ergonomic injury in the workplace. Eliminate or substitute the physical hazards; implement engineering and administrative controls to isolate hazards and change how tasks are performed; and wear PPE for protection.



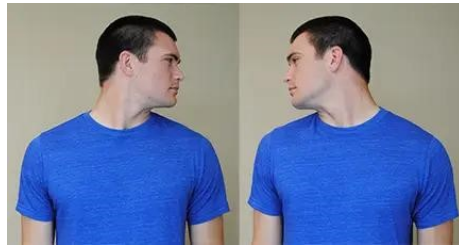
# Ergonomic Stretching and Strengthening

**SPENDING 10 MINUTES TWICE A DAY CAN INCREASE FLEXIBILITY AND HELP REDUCE THE RISK OF INJURY**



## Neck Extension

Bend backward feeling a gentle stretch in front of the neck with each movement. Only go as far as it is comfortable. You should not feel pain! Repeat 3-5 times. Do this 3 times daily.



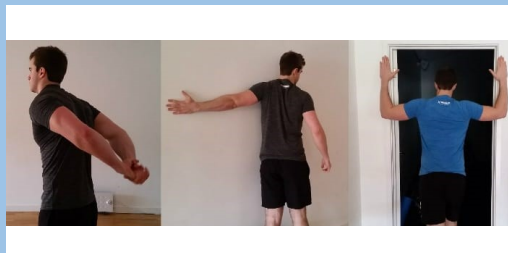
## Neck Rotation

Turn head all the way to the right and then all the way to the left feeling a gentle stretch in each direction. Repeat 10 times.



## Neck Side Bending

Bend head to the right bringing the right ear to the right shoulder and then repeat to the left feeling a gentle stretch on each side. Repeat 10 times holding for 3-5 seconds.



## Pectoralis Stretching

Clasp both hands behind your back OR hold on to your truck and stretch the front of your chest. Hold 10-20 secs and repeat 3 times. Repeat every 2-3 hours



## Trunk Side Bending

Bend to one side stretching the outer side of your body. Hold for 10 seconds. Repeat 10 times on each side.



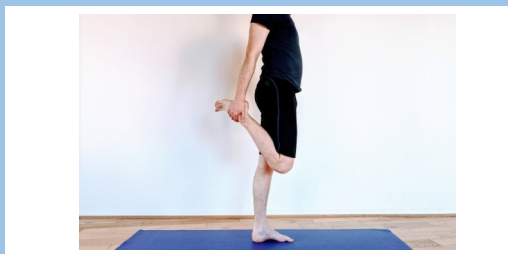
## Backward Bending

Standing straight place hands on lower back/ hips and bend back slightly to reverse curve. Repeat 3-5 times. Do it every 2 hours throughout the day or more often if needed.



## Hamstring Stretch

Standing with back up straight, bring one heel out in front with knee straight. Bend forward from the hip and not your back. Hold 20 secs. Repeat 3 times on each leg.



## Quadricep Stretch

Grab tubing/band in front of your chest with both hands. Pull band out to the side contracting the muscles in the back of your shoulders. Keep your arms at shoulder height. Repeat 5-10 times.



## Calf Stretch

Grab tubing/band in front of your chest with both hands. Pull the band out toward your chest and bend both arms to 90 degrees contracting the muscles between your shoulder blades. Repeat 5-10 times.

## BENEFITS OF REGULAR STRETCHING/STRENGTHENING

- ✓ Prepares muscles for everyday work stresses
- ✓ Increases blood flow to your muscles
- ✓ Improves the body's posture, decreasing the risk for possible injury

- ✓ Increases flexibility
- ✓ Improves performance in physical activity
- ✓ Increases mental relaxation and reduces anxiety