



Remote Ergonomics: Tips and Tricks at Home

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Remote Work Area

- **Designate an area of your home for work**
- **A table, or ideally a desk, serve as the best options to consider**
- **Avoid working on the couch or in bed**



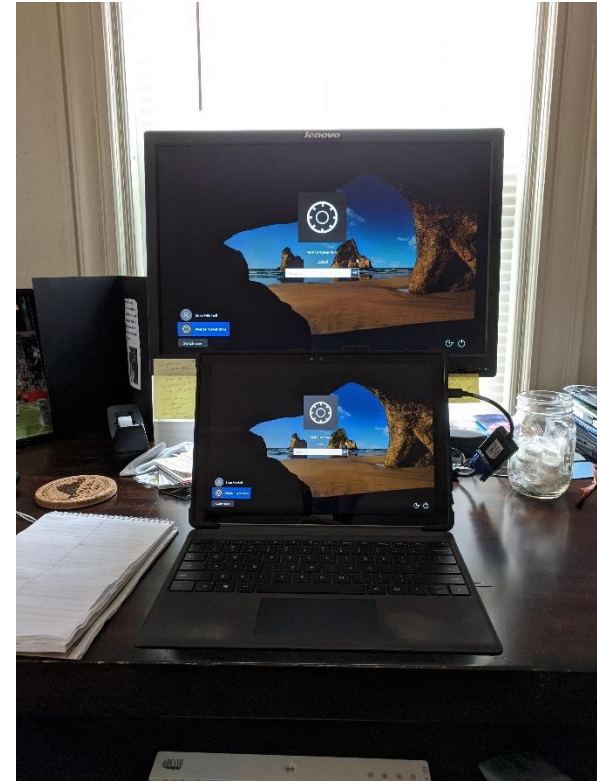
Typing Posture

- **Shoulders relaxed, elbows by your side, forearms at a 90-120 degree bend**
- **Use a keyboard tray/drawer if possible**
- **Otherwise, raise chair and add some sort of foot support**



Laptop or Monitor Setup

- **Eyes line up with top of screen**
- **Do not work solely off laptop if possible**
- **Use raised monitor and type on laptop, or raise laptop and type on additional keyboard**



NOTE: In the photo shown, only the monitor is used to work on. The tablet is there only for screen mirroring purposes.

Seating Options

- **Use an adjustable task chair, if possible**
- **If not, use a chair around the house with a backrest, not a stool**
- **Medicine balls are not recommended**



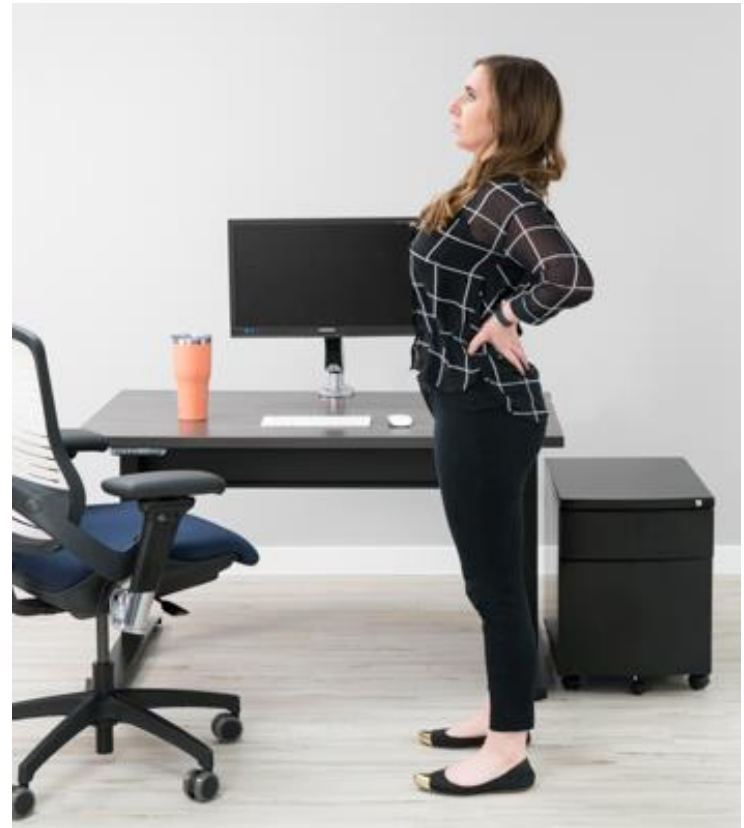
Phone Calls

- **Use headphones or a headset as much as possible**
- **Speaker is also acceptable**



Micro-breaks

- **Get up for 2-3 minutes every 30-45 minutes**
- **Stretch, walk around the house, get water, etc.**



Summary of Habits to Avoid



Additional Resources

- **Remote Ergonomics: Tips and Tricks at Home**
 - Department of Human Resources
 - Information Resources for COVID-19
 - Remote Ergonomics: Tips and Tricks at Home
- **Request a Remote Ergonomic Assessment**
 - Agency of Administration
 - Worker's Compensation
 - Ergonomic Intake Form

Remote Assessments: The Process

Requesting an Ergonomic Assessment

- Employee or employee's supervisor typically fill out the Ergonomic Intake Form.
- Processed through Office of Risk Management.
- Typically forwarded to PMA within 1-5 days of form completion.
- PMA Administration sends out an acknowledgement email to employee and supervisor, starting a 7 day window to be contacted by a PMA Risk Consultant (usually contacted within 1-2 days).
- ❖ Days since submission of request: 1-5

Remote Assessments: The Process

Scheduling an Ergonomic Assessment

- PMA Risk Consultant will contact employee asking for available dates/times over the next 1-2 weeks.
- Schedule is created based off of given availability. Being that these are now being performed remotely, they are usually scheduled quickly.
- ❖ Days since submission of request: 2-10

Remote Assessments: The Process

Performing an Ergonomic Assessment

- PMA Risk Consultant meets with employee virtually at scheduled time of assessment.
- The workstation is assessed thoroughly, considering the specific needs of the employee and any injuries or areas of concern.
- Employee is made aware of the report timeline as well as the need for approval of all suggested changes.
- Typical assessment time is 30 minutes (varies).

Remote Assessments: The Process

Report Formulation and Distribution

- Report is typically sent out 5-10 days after the assessment. (Sometimes as soon as 1-2 days after)
- After distribution, it is up to the supervisor/department to review the report and approve or not approve the suggested modifications.
- PMA Risk Consultant is available for follow up questions as needed, or assistance in choosing equipment.

Questions?

Thank you!

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