



Ergonomics: How Your Work Environment Could Hurt Your Bottom Line

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DIFFERENT WORKS

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Course Description

Why is a keyboard...



...shaped the way it is?

Design firms and surveyors have an interest in protecting the health of their employees. You should be aware of the exposures faced by your employees in the office, in the field, working at home, working mobile. During this course, we'll familiarize you with ergonomic exposures, safety hazards, risk factors, and mitigation tools.

Learning Objectives

Participants in this session will:

- 1 Gain an understanding of ergonomics and how it may affect business operations;
- 2 Learn details about ergonomic exposures in different work environments and how employees are impacted;
- 3 Review field safety hazards to better protect the health, safety, and welfare of your employees; and
- 4 Discover how being proactive in preventing possible claims, and even complaints, can have a positive effect on your firm's bottom line.

Definition

Ergonomics

International Ergonomics Association

The scientific discipline concerned with the understanding of interactions among humans and other elements of a system, and the profession that applies theory, principle, data, and methods to design in order to optimize human well-being and overall system performance.

Analysis

Understanding the interaction between the individual, their work, tools, and environment

Self

Expertise, skills, knowledge and capacity.

Context

Situation, environment, and available tools

Task

Complexity, familiarity, and requirements.



“

Ergonomics...

helps lessen muscle fatigue, increases productivity and reduces the number and severity of work-related [injuries].

- OSHA

”

Best Practices

1

Maintain proper posture

Be mindful of your posture and maintain proper posture.

2

Avoid causing strain to your body

Reduce and manage forces on your body and excessive, repetitive motions.

3

Set up workspaces appropriately

Set up workspaces to promote proper posture and reduce stress and strain.

4

Take breaks and stretch regularly

Take breaks to stretch and re-align you body.

Ergonomic Workspace

6 Steps to the Perfect Ergonomic Workspace

- Chair
- Desk
- Monitor
- Keyboard and Mouse
- Your Surrounding
- Your Lifestyle



Alternative Positions

Consider investing in standing desks or adjustable tabletops and/or saddle chairs to promote more variety and movement.



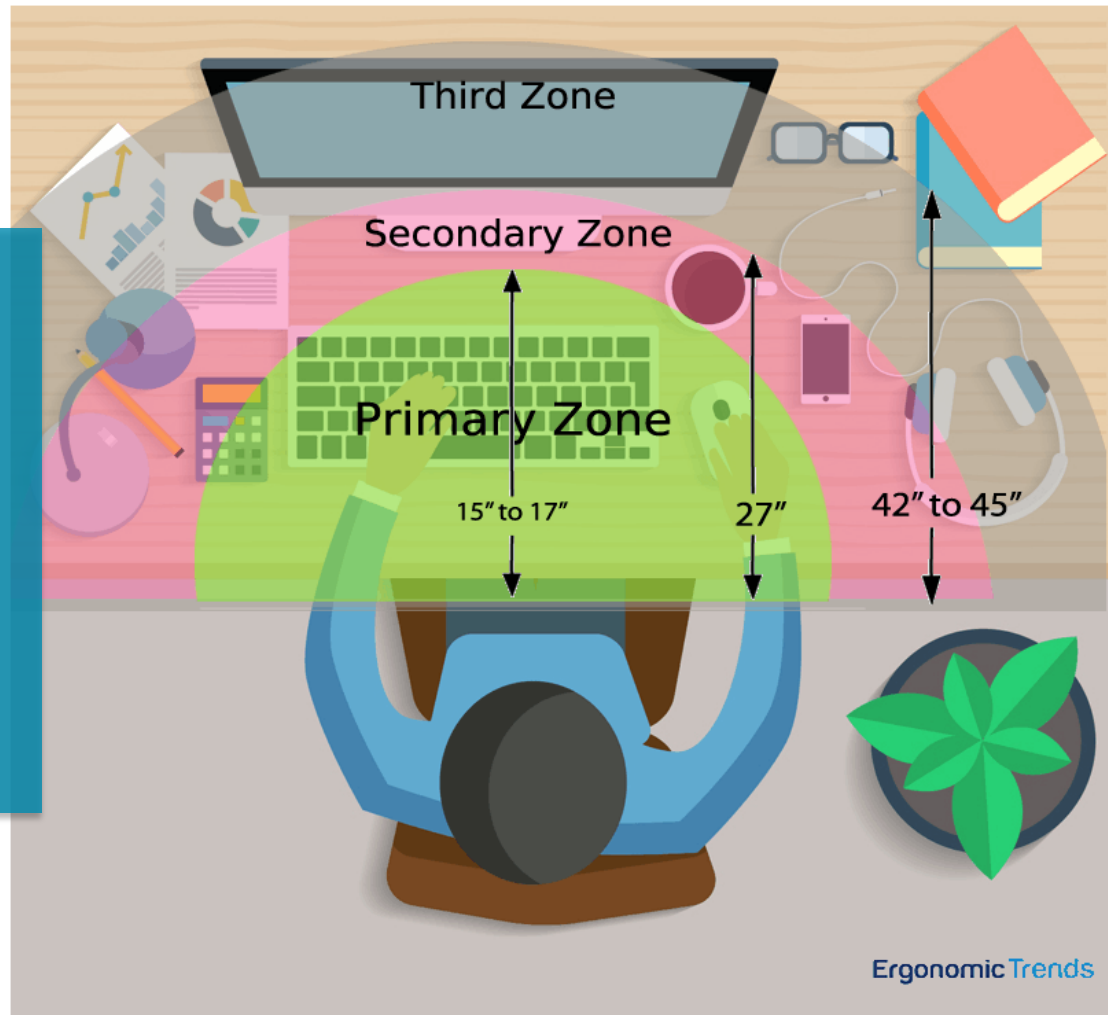
Mobile Devices

Avoid using smaller devices such as laptops, tablets, or mobiles for prolonged periods.



Zones

Arrange items around your work area according to how often you use them and how accessible they need to be during the course of your day



Eye Strain



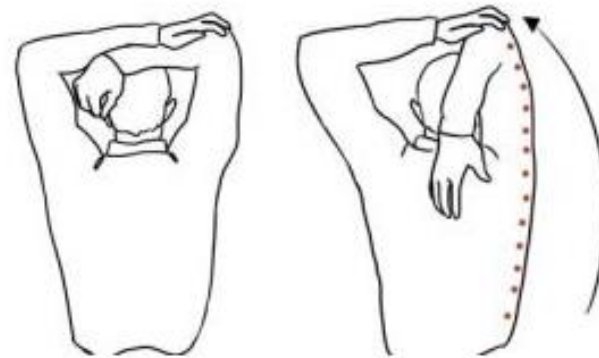
The 20-20-20 Rule



Stretching

Take a break
every 25-30 minutes
to stretch and realign
Your body.

- Go for a coffee run
- Take a walk
- Eat lunch away from your desk
- Stretch while copying or printing documents
- Practice sitting exercises



Field Work



4-Way Advanced -

- **Spool out** ergonomically
- **Measure** ergonomically
- **Rewind** ergonomically
- **Carry** ergonomically

ADVANCED ERGONOMICS.



SMOOTH SPOOLING.

The sound ergonomics of the unique frame design, means the blade is spooled out smoothly whether walking backwards or forwards. The profiled rubber hand grip provides comfortable control in both cases.

MEASURING CONTROL.

The Surveyor's advanced ergonomics means the user has comfortable control, whether measuring at ground or raised level. The in-built foot guides the frame to an appropriate angle at ground level and at raised level the frame can be used with a one or two hand grip.

PERFORMANCE REWIND.

The optimum rewind radius and proportionately scaled blade drum diameter, combine to produce a low effort, high efficiency rewind speed, balanced to a steady walking pace.

COMFORTABLE CARRYING.

With the blade rewound, the Surveyor tape can be carried by either the top handle or lower base grip. Both positions provide ergonomically sound and comfortable methods for carrying the tape frame.

Return to Work Policy

RLI PROFESSIONAL SERVICES GROUP

RETURN TO WORK AFTER INJURY OR ILLNESS

If your firm doesn't have a return to work program, it may be because no one in your workforce has ever been seriously ill or injured. If you haven't been so lucky and someone you employ(ed) has struggled with returning to work, you have likely developed an appreciation for the time and cost—both financial and emotional—associated with the process. You may also understand that trying to figure this process out in real time is an ineffective strategy. Putting a policy in place now that minimizes lost time and assists injured or ill employees with their recovery later benefits the employer, the employee, their families and their communities.

WHO BENEFITS FROM A RETURN TO WORK PROGRAM?

If executed properly, everyone benefits from a return to work (RTW) program. Serious injury or illness can have a devastating impact on the affected employee, the employee's family and the business.

A study conducted in 2010 by RAND Center for Health and Safety in the Workplace found that employers with return to work programs were able to reduce the time that an injured employee is out of work by three to four weeks, which benefits everyone involved.

HOW CAN WE CREATE A SUCCESSFUL RTW PROGRAM?

An effective RTW program helps an employee reach full recovery following illness or injury by allowing timely and appropriate treatment and continuing meaningful work.

Since the goal of a successful RTW program is to return the employee to regular duty as soon as his or her medical condition permits, typical steps include:

- Finding and using appropriate medical providers who understand and are committed to the goals of the RTW program;
- Confirming with those medical providers that light duty options are available and preferred when this allows the employee to return to work sooner;
- Abiding by state and federal employment laws relating to, for example, time off policies, compensation and other benefits;
- Formulating a written RTW policy and requiring signatures from every employee confirming that they have reviewed it and agree to abide by it;
- Re-evaluating the work environment so that the illness or injury doesn't recur;

- Reinforcing the importance of a safety and wellness culture in your company;
- Identifying and adjusting for barriers to RTW;
- Assigning transitional duties and establishing a clear path for the employee to return to work; and
- Measuring your RTW goals against performance to determine their effectiveness and make changes as appropriate.

WHEN AND HOW DOES THE RTW PROGRAM BEGIN?

A written RTW policy typically emphasizes the company's commitment to helping injured or ill employees get back to a work environment that accommodates his or her physical limitations.

The process begins when a treating medical professional confirms that the employee is ready to return to work and clarifies the range of capabilities and any accommodations that may be required.

For example, a physician may confirm whether or not, and to what extent, there are restrictions on:



- Sitting
- Driving
- Bending
- Leaning
- Squatting
- Keyboarding
- Twisting



- Standing
- Walking
- Climbing
- Reaching overhead
- Working an 8-hour day



- Lifting*
- Pushing or Pulling*
- Grasping objects

*Including weight limits, if known.

Create a return to work program that allows injured employees to return to work earlier, and if required, in a modified capacity.

Thank you for your time!

QUESTIONS?

**This concludes The American Institute of Architects
Continuing Education Systems Program**

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