

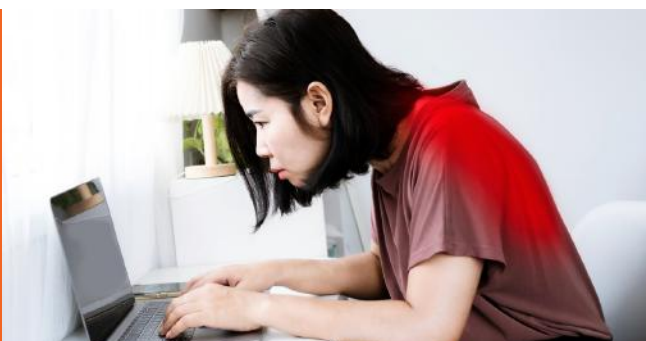
Ensuring a healthy and safe work environment is a shared responsibility. This memo outlines key areas of focus to mitigate common workplace challenges.

## 4 COMMON WORKPLACE INJURIES AND MITIGATION STRATEGIES:

### MUSCULOSKELETAL DISORDERS (MSDS) & CERVICAL STRAIN & CARPAL TUNNEL SYNDROME:

**Culprit:** Prolonged static postures, repetitive movements from keyboard and mouse use, and inadequate ergonomic setups. This leads to strain on neck muscles and compression of nerves in the wrist.

**Fix:** Implement comprehensive ergonomic workstation assessments to ensure proper monitor height, keyboard and mouse placement, and chair adjustments. Promote regular micro-breaks (5-10 minutes per 45-50 minutes of work) for stretching and movement. Encourage proper posture awareness and the use of wrist rests to minimize strain.



### SLIP, TRIP AND FALL HAZARDS:

**Culprit:** Unsecured cables, liquid spills, clutter, and inadequate footwear create hazardous walking surfaces, increasing the risk of falls.

**Fix:** Enforce rigorous house-keeping standards, including immediate spill cleanup, clear pathway maintenance, and secure cable management. Implement regular inspections to identify and address potential hazards. Ensure adequate lighting in all work areas. Encourage the use of appropriate, slip-resistant footwear.

# 4 COMMON WORKPLACE INJURIES AND MITIGATION STRATEGIES:

## DIGITAL EYE STRAIN (COMPUTER VISION SYNDROME):

**Culprit:** Extended periods of visual focus on digital displays, coupled with inadequate lighting and infrequent blinking, lead to eye fatigue, headaches, and blurred vision.

**Fix:** Advocate for the 20-20-20 rule (every 20 minutes, look 20 feet away for 20 seconds), encourage frequent blinking to maintain eye moisture, and support the use of anti-glare screen filters. Adjust screen brightness and contrast to match ambient lighting. Ensure proper distance between the eyes and the monitor.

## OCCUPATIONAL STRESS AND BURNOUT:

**Culprit:** Excessive workload, unrealistic deadlines, lack of control over work, and poor work-life balance contribute to chronic stress, leading to burnout.

**Fix:** Promote open communication regarding workload and deadlines, encourage the utilization of stress management techniques (e.g., mindfulness, deep breathing), and foster a supportive work environment. Implement time management strategies and encourage employees to utilize available resources, such as employee assistance programs.



# 3 RECOMMENDED EXERCISES:



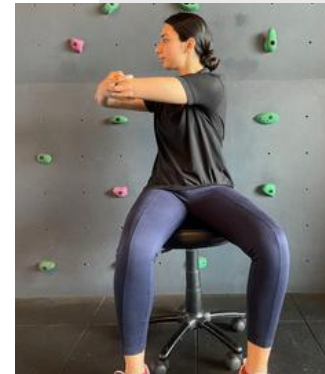
## CHIN TUCKS:

Sit/stand straight, looking forward. Pull chin straight back, making a “double chin.” Hold 3



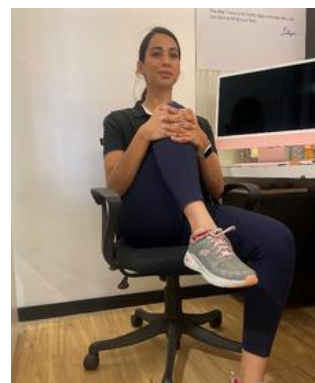
## SEATED SPINAL TWISTS:

Controlled torso rotations to enhance spinal mobility. Repeat 10-15 times.



## CHAIR-ASSISTED SQUATS:

Partial squats to strengthen lower extremity musculature. Repeat 10-15 times.

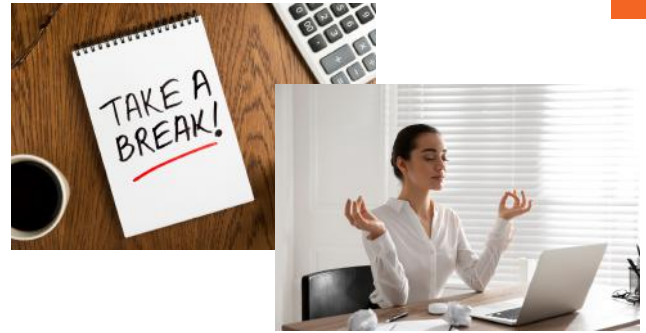




# 2 PRACTICAL STRESS MANAGEMENT TECHNIQUES:

## SCHEDULED MICRO-BREAKS:

Implement short, deliberate breaks throughout the workday.



## DEEP BREATHING EXERCISES (E.G. 4-7-8 BREATHING):

The 4-7-8 breathing technique calms your nervous system:

### Technique:

Exhale fully. | Inhale(4 seconds) | Hold(7 seconds)

Exhale(8 seconds). | Repeat up to 4 times.

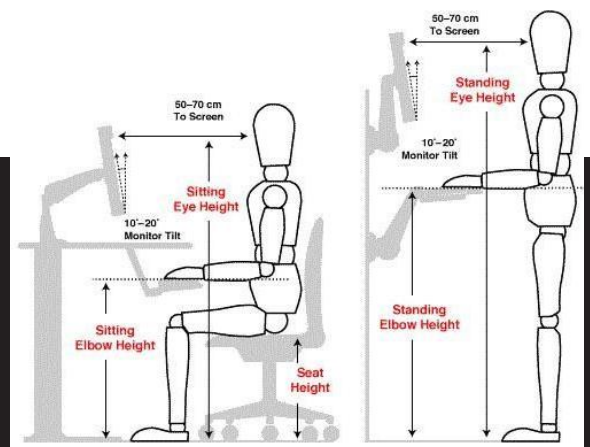
### When to Practice:

- During stressful moments, breaks, or mid-afternoon slumps.
- Before meetings.
- Practice daily for best results.

**Benefits:** Reduces stress, promotes relaxation, improves focus.

# 1 WORKPLACE ERGONOMIC CONSIDERATION:

**The 90-90-90 Principle:** Ensure 90-degree angles at the ankle, knee, and hip joints, as well as at the elbow joint during keyboard operation, to optimize posture and reduce musculoskeletal strain.



Think of these strategies as your personal toolkit for a thriving career. They're not just about avoiding discomfort; they're about fueling your energy, sharpening your focus, and ultimately, unlocking your full potential. Imagine a workday where you feel energized, not drained; where you tackle challenges with clarity, not stress. That's the power of prioritizing well-being.

Let's make our workplace a place where we don't just work, but where we flourish, creating a ripple effect of health and high performance that benefits us all. After all, a team that feels good, does good.

