

SAFETY



Content provided by:  **MARKEL**[®]

MATTERS

NFIB | MEMBERVANTAGE

Checklist: Office Ergonomics

This content is brought you as a benefit of your NFIB membership and is provided by Markel, NFIB's preferred source for workers' compensation safety and loss control information.

Ergonomic Risk Factors for Office Workers

- ☑ Repetitive motions
- ☑ Poor posture
- ☑ Eyestrain

Musculoskeletal Disorders (MSDs)

- ☑ MSDs mean injuries or disorders of the nervous system or soft tissue
- ☑ Signs or symptoms of MSDs include pain in your hands, wrists, fingers, forearms, joints, or elbows
- ☑ Report signs or symptoms to your supervisor

Follow Good Ergonomic Practices

- ☑ Rotate work duties
- ☑ Take minibreaks
- ☑ Take eye breaks every 20 minutes for 20 seconds and look 20 feet away

Practice Good Ergonomic Postures

- ☑ Head facing straight forward
- ☑ Knees bent about 90 degrees
- ☑ Feet resting on the floor or on a footrest
- ☑ Wrists in a straight line with your forearm
- ☑ Shoulders relaxed and elbows close to your side

Practice Stretching to Relax Your Muscles

- ☑ Hands—Make a fist, then extend and spread your fingers—repeat
- ☑ Wrists—Hold arms out, then bend your hands up and down
- ☑ Shoulders—Roll back and forth, then bend side to side
- ☑ Neck—Roll your head up and down and from side to side
- ☑ Back—Stand, place hands on hips, and arch backward

Practice Safe Lifting to Protect Your Back

- ☑ When you lift, stand close to the load
- ☑ Push up slowly, using your legs
- ☑ Don't lift anything that is too heavy



For more information and articles, visit the Markel page: www.NFIB.com/safetymatters

The information provided is intended for general informational purposes only and should not be considered as all-encompassing, or suitable for all situations, conditions, and environments. Please contact us or your attorney if you have any questions.

Markel Specialty Commercial's insurance products and services are offered through Markel Specialty, a business division of Markel Service Incorporated. Policies are written by one or more Markel insurance companies. Terms and conditions for rate and coverage may vary.