

# LOW COST STRATEGIES THAT SUPPORT A CULTURE OF TOTAL WORKER HEALTH™



17<sup>th</sup> Annual Occupational Health Conference

Total Worker Health™

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UI Healthier Workforce Center for Excellence

# ACKNOWLEDGEMENTS

CDC National Institute for Occupational Safety and Health Total Worker Health™ Program

UI Outreach Program and Small Business Outreach Project

Recognized, award-winning employers  
in Iowa and Nebraska



# WORKPLACE ENVIRONMENT



# THE UNDERLYING CURRENT...



# A CULTURE OF TOTAL WORKER HEALTH™



# CREATE A CULTURE OF TOTAL WORKER HEALTH™

- Basic elements of a safety and health culture (OSHA)
  - All individuals within the organization believe they have a right to a safe and healthy workplace
  - Each person accepts personal responsibility for ensuring his or her own safety and health
  - Everyone believes he or she has a duty to protect the safety and health of others
- Integrated approaches that protect workers from hazards through interventions that protect, preserve and promote the comprehensive well-being of workers
- Multi-level and multi-component programming

# MULTI-LEVEL PROGRAMMING

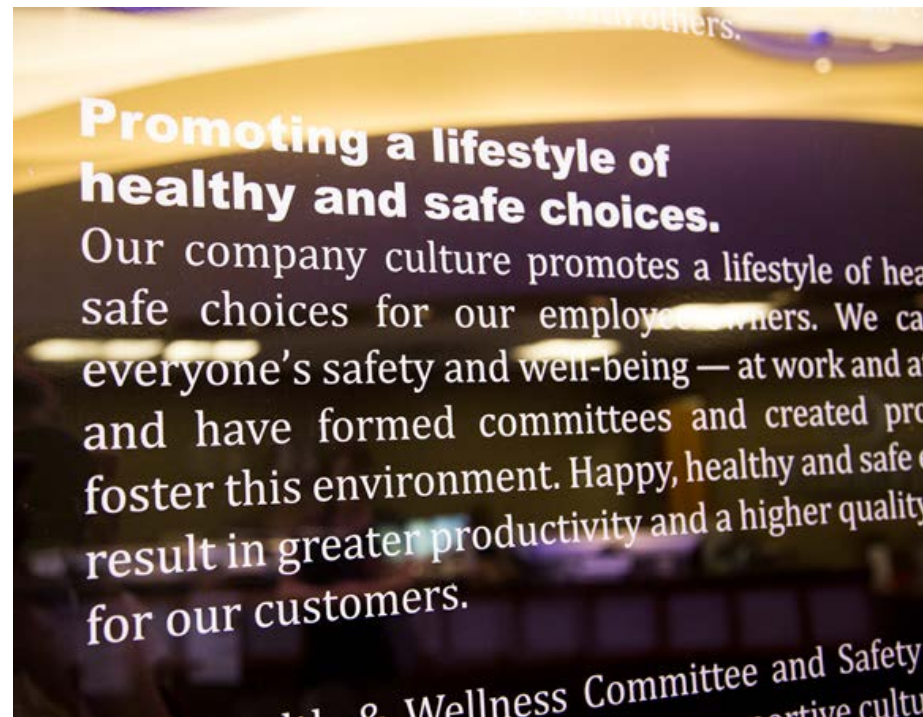
Make safe and healthy choices the easy, attractive choices

- **Organizational** leadership & support
- **Policies** to demonstrate long-term commitment
- **Environmental** design and modifications
- **Social** environment, support and relationships
- **Individual** motivation and support





# INTEGRATING TWH INTO YOUR CULTURE



Make health, wellness and safety  
part of your mission and values



## **Promoting a lifestyle of healthy and safe choices.**

Our company culture promotes a lifestyle of healthy and safe choices for our employee-owners. We care about everyone's safety and well-being—at work and at home—and have formed committees and created programs to foster this environment. Happy, healthy and safe employees result in greater productivity and a higher quality of service for our customers.



# MULTI-LEVEL LEADERSHIP

A safe and healthy culture requires leadership at all levels



# MULTI-CULTURAL & MULTI-GENERATIONAL CONSIDERATIONS

Workforces are increasingly diverse in terms of culture, language, education, geographic and age

First time 4 generations working together in same workplace

Important to know workforce characteristics for designing and tailoring programs and messages to employees

Under provisions in Affordable Care Act, wellness incentives must be offered equally to all employees regardless of gender, ethnicity, race, age, sexuality, health status, size, physical abilities, education level or language.

# POLICIES

Demonstrate long-term commitment and lead to culture change

Integrate Policies to Improve Employee Safety & Health

- Total Worker Health Culture
- Total Worker Health Committee
- Clean air and tobacco-free workplaces
- Flex time/flexible schedules
- Movement and breaks during the workday
- Motor vehicle safety and distracted driving
- Healthy food options and accessible water
- Mental health and well-being (high-stress-free workplace)
- Personal protective equipment (PPE) on- and off-the-job
- Work (EAP) and community resources

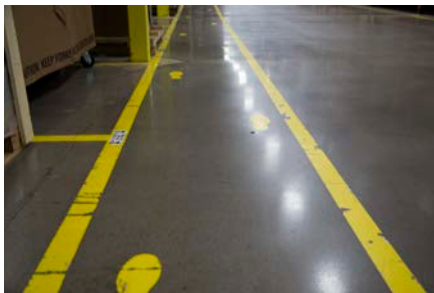
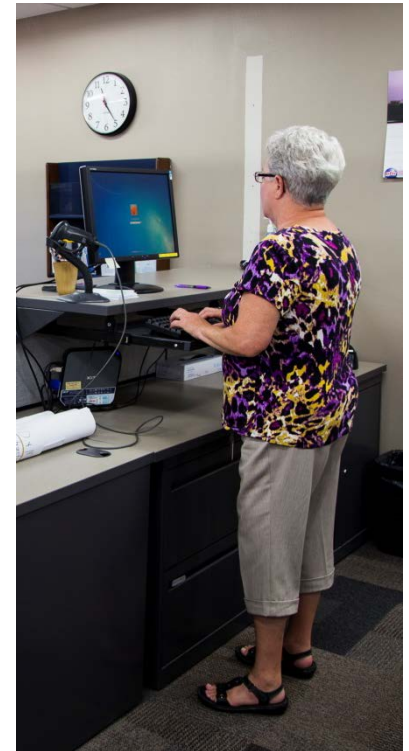


Encourage employees to practice same safe behaviors off-the-job



# ENVIRONMENTAL DESIGN

Design built environment to protect against hazards and workplace risk factors



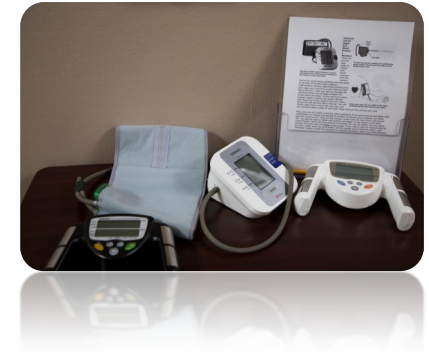
# ENVIRONMENTAL DESIGN

Design built environment to promote health and well-being



# COMPREHENSIVE, MULT-COMPONENT CARDIOVASCULAR PROGRAM

- **Protect** workers against occupational hazards that affect cardiovascular well-being (toxins, extreme weather, stress, tobacco smoke, unhealthy foods, heavy lifting, prolonged sitting)
- Support a work environment that promotes safe & healthy heart behaviors
  - AEDs on-site and trained staff in CPR
  - Chemical/toxin free workplace, education
  - Tobacco free workplace, cessation programs
  - CVD education and resources
  - Promote early detection and screenings
  - Disease and weight management
  - Healthy food options, nutrition education
  - Stress management/reduction
  - Opportunities for physical activity during paid time





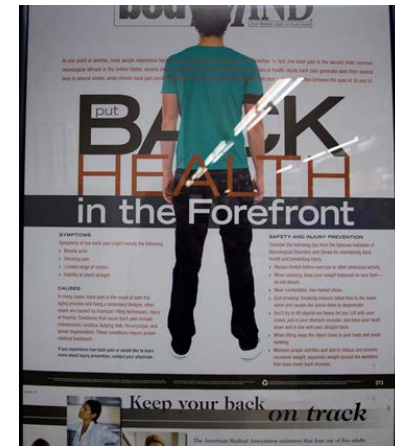


# THINK SAFETY

- Integrate health and well-being programs and interventions with occupational safety and health protection programs
- Create a hazard-free workplace: No one likes to get hurt or sick from workplace hazards and no one likes to see families or co-workers hurt or sick
- Ideas: Trainings/meetings; lunch-n-learns; ergonomics programs; housekeeping; off-the-job safety programs

# LINK TO OFF-THE-JOB SAFETY

- Off-the-job injuries occur nearly 3 times as often to on-the-job injuries and lead to increased healthcare costs, increased absenteeism and decreased productivity
- Employers can show they truly care for well-being of employees and their families at work, at home and in the community
- Connect workplace safety risks to home risks
- Topics: Motor vehicle safety, falls prevention, home fire safety, first aid, electrical safety, proper lifting, seasonal safety topics, chemicals/toxins, cleaning/clutter



# A CLEAN ENVIRONMENT SUPPORTS OVERALL WELLBEING & HEALTH





# PROVIDE PERSONAL PROTECTIVE EQUIPMENT (PPE)





# Encourage PPE and Safety At Home



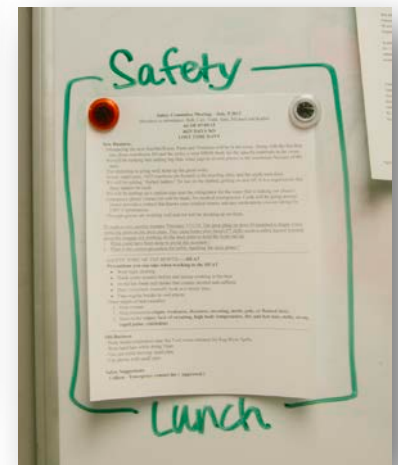
# GET EMPLOYEE INPUT

- Get employee input and feedback during all stages of development and implementation
- Ask employees about their safety and health needs and interests (new policies and programs, lunch-n-learn topics, workplace design)
- Provide a variety of opportunities for employees to make suggestions



RAISE THE BAR

| IDEA                                                | 1 <sup>ST</sup> STEP | 2 <sup>ND</sup> STEP | 3 <sup>RD</sup> STEP | 4 <sup>TH</sup> STEP | 5 <sup>TH</sup> STEP | FINAL ACTION | COMMENTS  |
|-----------------------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|--------------|-----------|
| 1. Implement a new safety program for all employees | 1/1/14               | 1/1/14               | 1/1/14               | 1/1/14               | 1/1/14               | 1/1/14       | COMPLETED |
| 2. Implement a new safety program for all employees | 1/1/14               | 1/1/14               | 1/1/14               | 1/1/14               | 1/1/14               | 1/1/14       | Completed |
| 3. Implement a new safety program for all employees | 1/1/14               | 1/1/14               | 1/1/14               | 1/1/14               | 1/1/14               | 1/1/14       |           |
| 4. Implement a new safety program for all employees | 1/1/14               | 1/1/14               | 1/1/14               | 1/1/14               | 1/1/14               | 1/1/14       |           |
| 5. Implement a new safety program for all employees | 1/1/14               | 1/1/14               | 1/1/14               | 1/1/14               | 1/1/14               | 1/1/14       |           |



# ENCOURAGE MORE MOVEMENT

- **Protect** workers against potential injuries and illnesses caused by sitting or standing too long in the same position
- Prolonged sitting or standing with little movement negatively impacts one's health and reduces productivity
- American Medical Association encourages employers to provide alternatives to sitting (June, 2013)
- **Promote** movement and frequent breaks: Refreshes energy levels and focus; boosts productivity; and improves overall employee health, safety and well-being



# STANDING WORKSTATIONS



# STANDING MEETINGS





# STANDING DESKS

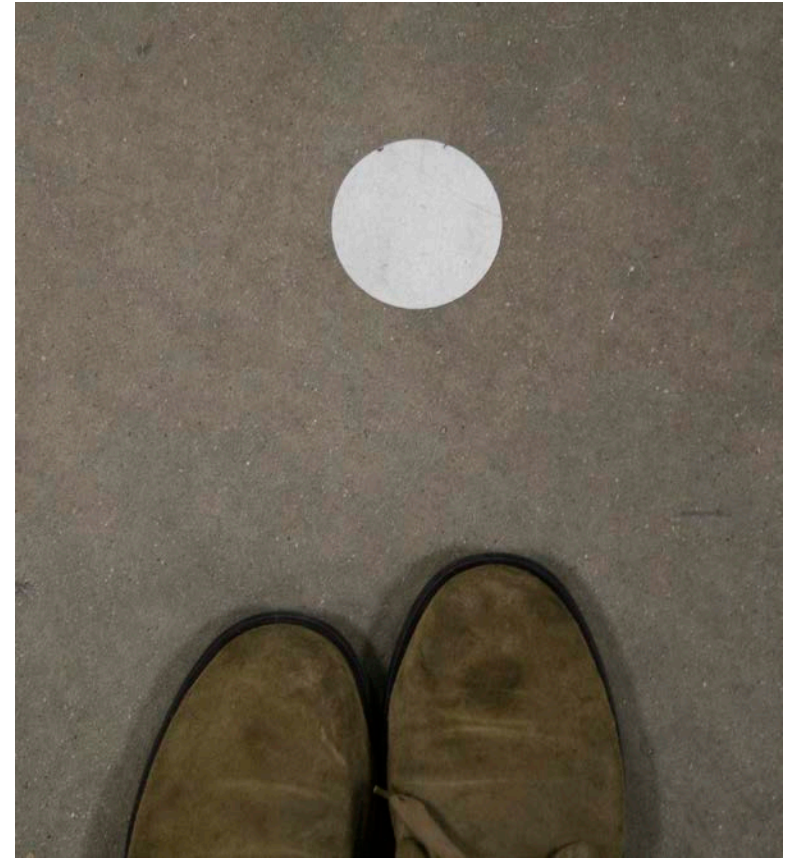


# MAPPED WALKING ROUTES





# INDOOR WALKING PATHS



# WALKING PROGRAMS, MEETINGS & CLUBS





# ENCOURAGE STAIR USE

**CDC** **green healthy** **ATSDR**  
SAFER • HEALTHIER • PEOPLE AGENCY FOR TOXIC SUBSTANCES AND HAZARDOUS WASTES

There are 1440 minutes in every day -- take 5 now.

**Take the Stairs**





# PEDOMETER PROGRAMS

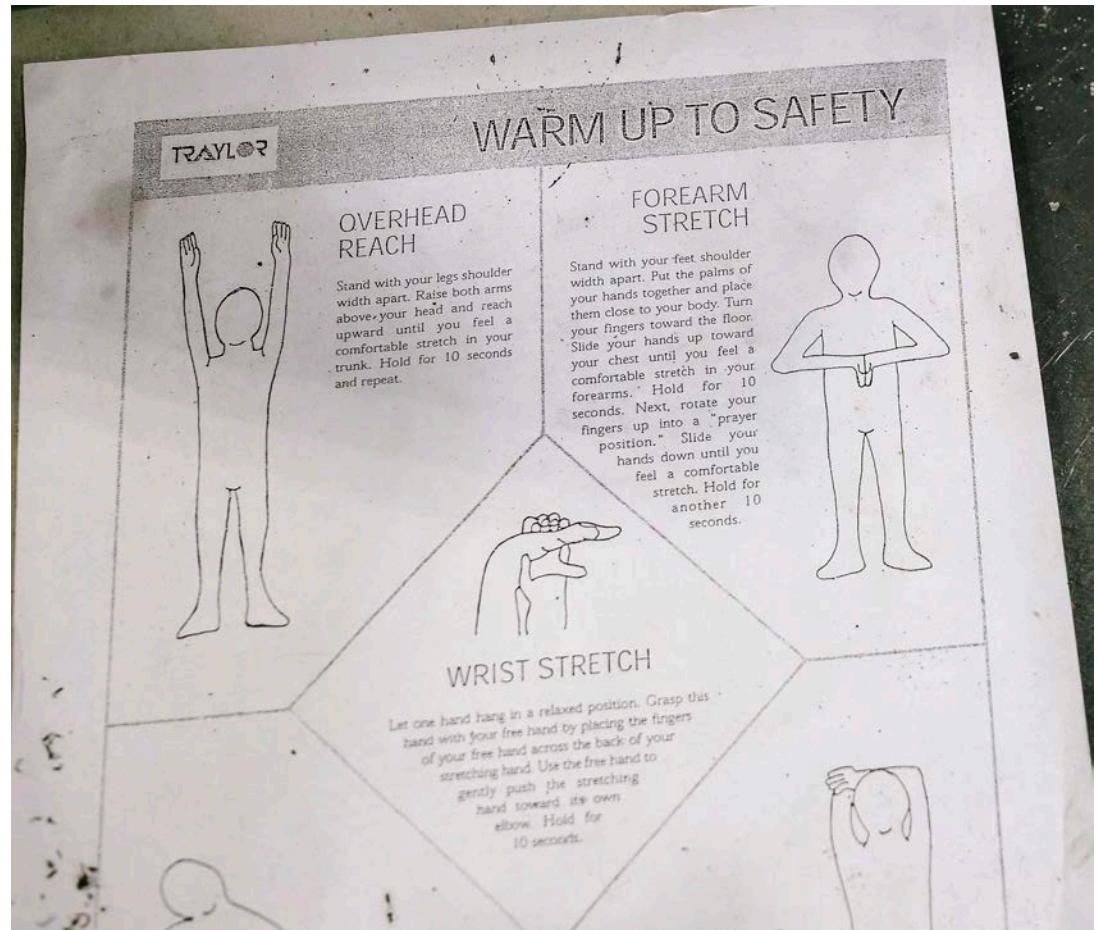
Check out pedometers or use them as incentives



# DYNAMIC STRETCHING PROGRAMS

Relieves tension, improves circulation and mental alertness

Design stretches  
based on job  
position and duties





# GROUP STRETCHING PROGRAMS

Brings employees together & provides time for sharing





# INDIVIDUAL STRETCHING PROGRAMS

Becomes part of daily lives both at home & at work

## August Stretching

| August  | 17 | 18  | 19  | 20   | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
|---------|----|-----|-----|------|----|----|----|----|----|----|----|----|----|----|----|
| Temp    |    | 20  | 55  | 58   |    |    |    |    |    |    |    |    |    |    |    |
| Part    |    | 2.5 | 2.5 | 2.5  |    |    |    |    |    |    |    |    |    |    |    |
| Dist    |    | 1.5 | 1.5 | 1.5  |    |    |    |    |    |    |    |    |    |    |    |
| Work    |    | 11  | 12  | 10.5 |    |    |    |    |    |    |    |    |    |    |    |
| Robert  |    |     |     |      |    |    |    |    |    |    |    |    |    |    |    |
| John    |    | 2.5 | 2.5 |      |    |    |    |    |    |    |    |    |    |    |    |
| Tom     |    | 2.5 | 2.5 |      |    |    |    |    |    |    |    |    |    |    |    |
| David   |    | 2.5 | 2.5 |      |    |    |    |    |    |    |    |    |    |    |    |
| Ken     |    | 2.5 | 2.5 |      |    |    |    |    |    |    |    |    |    |    |    |
| Matt    |    | 2.5 | 2.5 |      |    |    |    |    |    |    |    |    |    |    |    |
| Frank   |    | 2.5 | 2.5 |      |    |    |    |    |    |    |    |    |    |    |    |
| Paul    |    | 2.5 | 2.5 |      |    |    |    |    |    |    |    |    |    |    |    |
| Steve   |    | 2.5 | 2.5 |      |    |    |    |    |    |    |    |    |    |    |    |
| Michael |    | 2.5 | 2.5 |      |    |    |    |    |    |    |    |    |    |    |    |
| Greg    |    |     |     |      |    |    |    |    |    |    |    |    |    |    |    |
| Carl    |    |     |     |      |    |    |    |    |    |    |    |    |    |    |    |
| George  |    |     |     |      |    |    |    |    |    |    |    |    |    |    |    |

| 088 Trucks   | 091 Trucks   | H 91 Trucks |
|--------------|--------------|-------------|
| 9/25/2013 1  | 10/7/2013 1  | 10/9/2013 2 |
| 10/10/2013 2 | 10/9/2013 2  | 11/6/2013 2 |
| 10/30/2013 2 | 10/30/2013 2 |             |
| 11-5 2       |              | 11-11 2     |

Handwritten notes:  
H 91 2  
11-11 2  
11-11 2

Stretching instructions and diagrams for various muscles, including neck, shoulder, and back. Includes diagrams of a person performing stretches and handwritten notes such as "Hand hanging straight up" and "do the sitting up - it will help and you'll have more range in your legs".

### New Co

DISTRIBUTION INC.

- 1. 400 TO 500 GROSS PALLETS
- 2. 100 TO 200 GROSS PALLETS
- 3. 50 TO 100 GROSS PALLETS
- 4. 20 TO 50 GROSS PALLETS
- 5. 10 TO 20 GROSS PALLETS
- 6. 5 TO 10 GROSS PALLETS
- 7. 2 TO 5 GROSS PALLETS
- 8. 1 TO 2 GROSS PALLETS
- 9. 0.5 TO 1 GROSS PALLETS
- 10. 0.2 TO 0.5 GROSS PALLETS
- 11. 0.1 TO 0.2 GROSS PALLETS
- 12. 0.05 TO 0.1 GROSS PALLETS
- 13. 0.02 TO 0.05 GROSS PALLETS
- 14. 0.01 TO 0.02 GROSS PALLETS
- 15. 0.005 TO 0.01 GROSS PALLETS
- 16. 0.002 TO 0.005 GROSS PALLETS
- 17. 0.001 TO 0.002 GROSS PALLETS
- 18. 0.0005 TO 0.001 GROSS PALLETS
- 19. 0.0002 TO 0.0005 GROSS PALLETS
- 20. 0.0001 TO 0.0002 GROSS PALLETS
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- 48. 0.00000000000005 TO 0.0000000000001 GROSS PALLETS
- 49. 0.00000000000002 TO 0.00000000000005 GROSS PALLETS
- 50. 0.00000000000001 TO 0.00000000000002 GROSS PALLETS

# WHEN MOVEMENT BECOMES PART OF THE CULTURE





# ON-SITE FITNESS EQUIPMENT

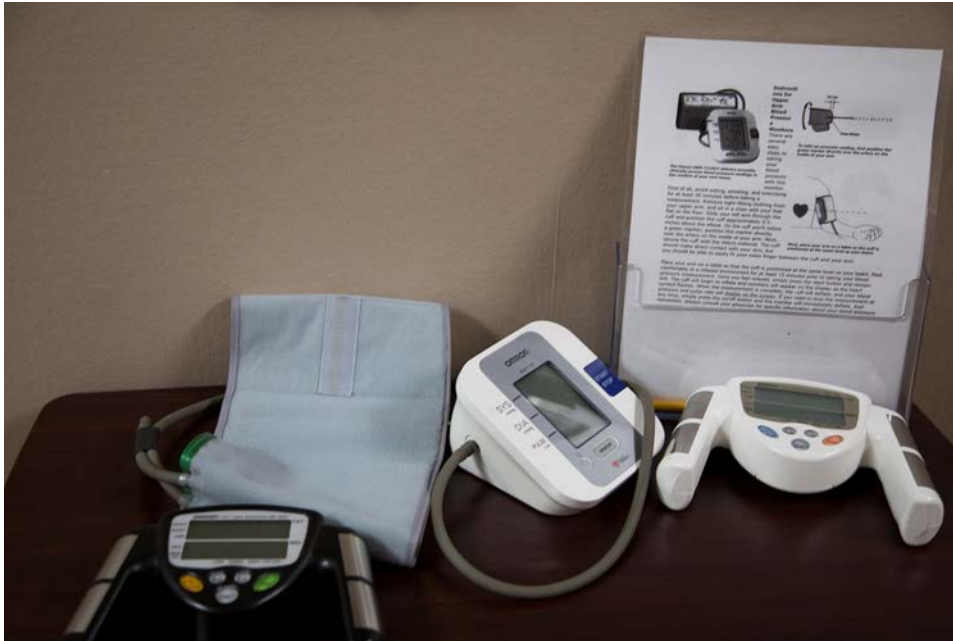
Provide equipment & exercises for home or work





# HEALTH MONITORING EQUIPMENT

Enable employees to know and track their numbers



# SLEEP'S IMPACT ON WORKER SAFETY & HEALTH

**Sleepiness & fatigue impact employee burnout, performance, health status and risk for injury**

- Meta-analysis showed 13% work injuries could be attributed to sleep problems (1.62X higher risk) (Uehli et al, 2014, Sleep Medicine Reviews)
- 2010 National Sleep Foundation Sleep in America Survey
  - 1 in 4 report work schedules did not allow for adequate sleep
  - 1 in 3 report not getting sufficient sleep to function at their best

Employee's responsibility to get adequate sleep but employers can provide a supportive environment

# COMBAT FATIGUE

Well-rested employees critical to safe and productive operations



- Protect worker's against fatigue
  - Assess organization for fatigue related risks (work schedules, shifts, extended hours)
  - Train managers to notice signs of fatigue and sleepiness
  - Offer evidence-based strategies: frequent breaks, short naps, physical activity
- Promote healthy sleep habits and environment
  - Increase awareness of common sleep disorders, sleep hygiene/habits and how to manage sleep loss/fatigue
- Consider work, family and off-the job responsibilities
  - When balanced, more likely to get adequate sleep
  - Train employers/supervisors to understand importance of work-family balance
  - Have programs, policies and resources for managing work-family conflict



# MINIMIZE STRESS: SUPPORT WORK-LIFE BALANCE

## Five tips for better work-life balance (L. Hammer)

1. Train managers and supervisors to be more supportive
2. Give workers more control over their work hours
3. Create a resource guide for employees and their families
4. Be a role model
5. Encourage and support flexible schedules



# MAKE WORK & COMMUNITY RESOURCES AVAILABLE

- ✓ EAP Programs
- ✓ TWH Boards
- ✓ Mini-libraries
- ✓ Signage
- ✓ Newsletters
- ✓ Email
- ✓ Social Media
- ✓ Meetings and trainings
- ✓ Lunch-n-Learns
- ✓ During other programs or events



# MULTI-LEVEL HEALTHY EATING & HYDRATION PROGRAMMING

Protect workers against unsafe and unhealthy food and drink

- **Organizational:** Management support and modeling
- **Policies** (vending, cafeteria, meetings, events, hydration stations, breaks in hot weather)
- **Environmental:** Point of decision labeling (signs), appliances in break room, on-site garden, hydration stations
- **Social:** Events, peer to peer support, participation in program design, employee choice lunch-n-learns, challenges
- **Individual** coaching, counseling, targeted education and messages, community resources





# HEALTHY VENDING OPTIONS & POINT OF SALE LABELING

Make it easier to make healthier choices



# OFFER HEALTHY CHOICES AT EVENTS



# HEALTHY OPTIONS DURING MEETINGS

A healthy alternative to soda





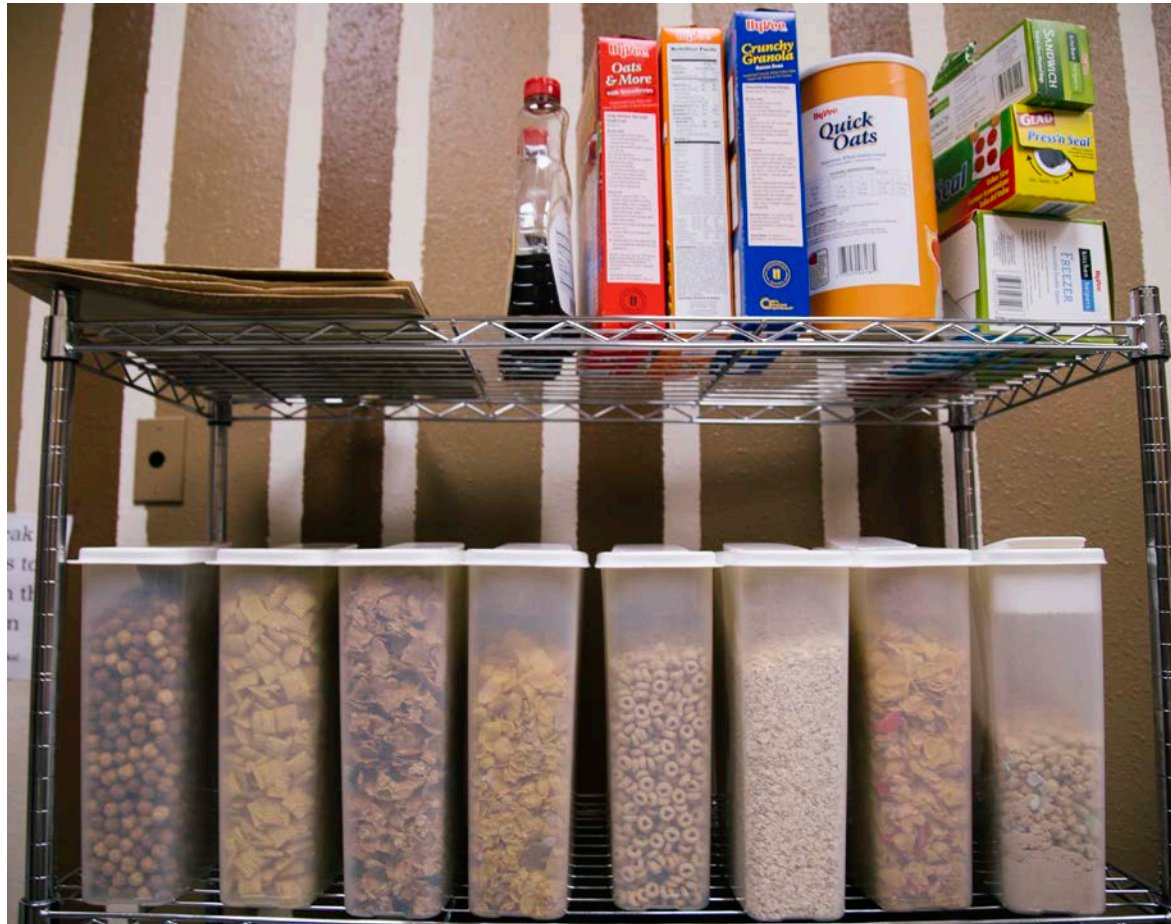
# OFFER FREE OR LOW-COST FRESH FRUIT

Help increase daily fruit intake



# OFFER A HEALTHY BREAKFAST

Provide energy and nutrients for better concentration





# MAKE WATER ACCESSIBLE

Help employees stay hydrated





# ON-SITE GARDENS

Help increase consumption of vegetables




# MAKE IT FUN!

- ❖ Coordinate games, activities, events, challenges or competitions
- ❖ Individual and team-based opportunities
- ❖ Opportunities for family members
- ❖ Offer a variety of activity types and duration (days, weeks, months, year)
- ❖ Use available resources and programs or create your own to fit employee interests and culture



**Total Worker Health™ Bing-OSH™**  
From the University of Iowa Healthier Workforce Center

|                                                                 |                                                              |                                                                                     |                                                         |                                                               |
|-----------------------------------------------------------------|--------------------------------------------------------------|-------------------------------------------------------------------------------------|---------------------------------------------------------|---------------------------------------------------------------|
| CHECK FOR FRAYED EXTENSION CORDS AT HOME                        | USE SUNSCREEN DURING EXTENDED OUTDOOR ACTIVITIES             | WEAR RARPLUGS WHEN USING LOAD EQUIPMENT AT HOME                                     | BUY A FIRE EXTINGUISHER FOR YOUR CAR                    | DRINK WATER TO STAY HYDRATED WHILE WORKING IN THE HEAT        |
| WEAR EYE & FACE PROTECTION WHEN WORKING WITH POTENTIAL HAZARADS | CHECK FOR OVERLOADED OUTLETS AT HOME                         | KNOW THE LOCATIONS OF THE FIRE EXTINGUISHERS                                        | WEAR YOUR SEATBELT EVERYDAY                             | VACUUM SMOKE DETECTOR GRILLES AT HOME                         |
| STOW AWAY UNUSED TOOLS AT HOME                                  | LOCK HAZARDOUS MATERIALS AT WORK                             |  | IF YOU LIVE IN A TWO-STORY HOUSE, BUY A RESCUE LADDER   | STOW AWAY SHARP OBJECTS AT WORK                               |
| VACUUM SMOKE DETECTOR GRILLES AT WORK                           | CHECK THE BATTERIES IN YOUR SMOKE DETECTORS AT HOME          | INSTALL NONSLIP Mats OR A NONSKID MAT IN YOUR TUB                                   | WEAR GLOVES APPROPRIATE FOR THE MATERIALS BEING HANDLED | PLUG A RECHARGEABLE FLASHLIGHT INTO A SOCKET NEXT TO YOUR BED |
| MAKE SURE YOUR HOUSE NUMBER IS VISIBLE IN CASE OF EMERGENCIES   | REMOVE EXTENSION CORDS UNDER RUGS OR ACROSS DOORWAYS AT WORK | WEAR RARPLUGS WHEN USING LOAD EQUIPMENT AT WORK                                     | BUY A FIRE EXTINGUISHER FOR YOUR HOME                   | PUT SALT ON ICY SIDEWALKS TO AVOID SLIPS AT WORK              |

<http://www.HWCE.org>

## Total Worker Health™ Poker Walk

Provides a fun way to encourage employees to take short walks during the work day

### How it Works:

- Mark an indoor and/or outdoor walking route
- Pick 1-2 days to hold the walk
- Pick a dealer (TWH champion or director)
- Encourage workers to walk during their break or lunch
- For each time they walk, they earn one card for their hand
- Employees must walk 5 times to earn a complete hand
- Employees turn in complete hands to the dealer
- All employees with complete hands earn points and/or a small prize
- Winners receive more points or larger reward
- Ties will be determined by a flip of a coin or drawing
- See the dealer for questions





# OFFER SMALL INCENTIVES & REWARDS

Provide external motivation to help increase participation and engagement



- ❖ Share success stories of Total Worker Health Champions
- ❖ Points-based Programs
- ❖ Relate incentive or reward to program
- ❖ Types of Incentives: Gift cards, water bottles, stress balls, kitchen gadgets, bike safety kits, home safety kits, parking space, time off



# YEAR-ROUND PROGRAMMING

Provide daily ideas for a healthier and safer lifestyle

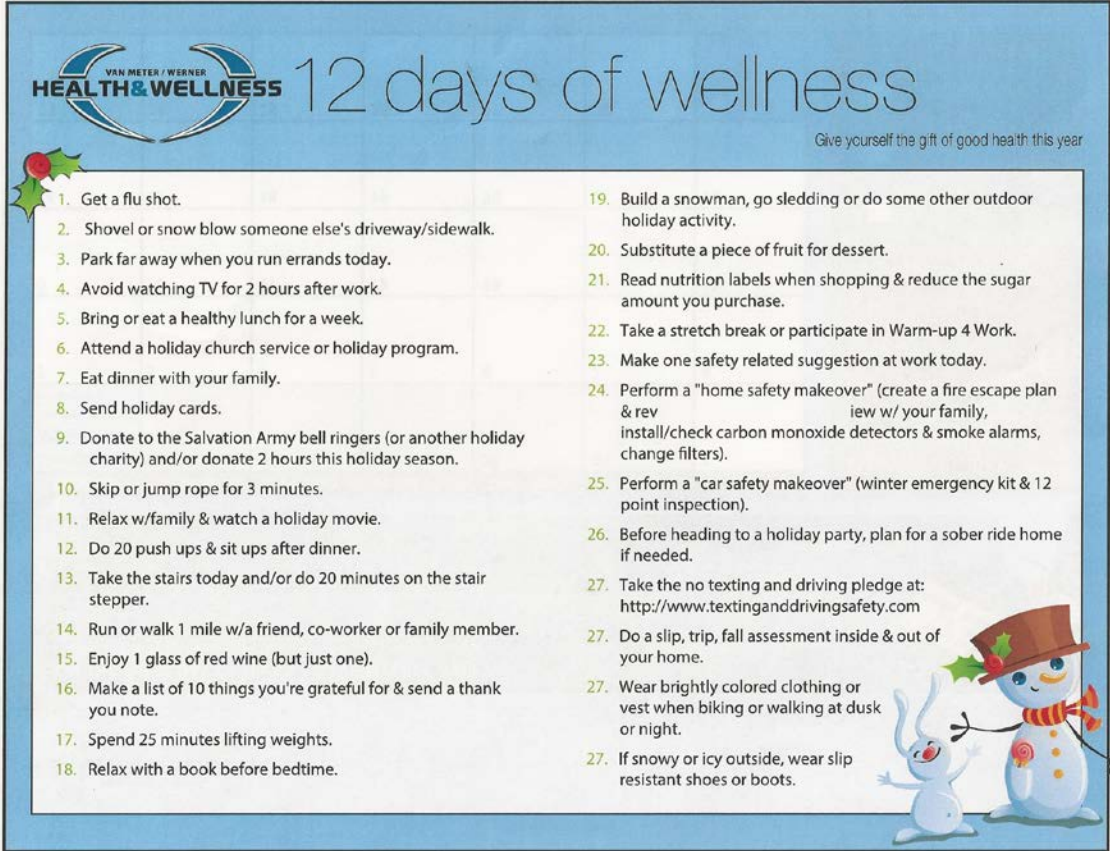
Total Worker Health™ Calendar - May 2015

| Sunday                                                      | Monday                                                              | Tuesday                                             | Wednesday                                                        | Thursday                                                   | Friday                                          | Saturday                                                                              |
|-------------------------------------------------------------|---------------------------------------------------------------------|-----------------------------------------------------|------------------------------------------------------------------|------------------------------------------------------------|-------------------------------------------------|---------------------------------------------------------------------------------------|
|                                                             |                                                                     |                                                     |                                                                  |                                                            | 1<br>Wear your seatbelt 100% of the time        | 2<br>Apply sunblock before going outside and reapply often                            |
| 3<br>Check your blood pressure at local pharmacy/drug store | 4<br>Take a no cell phone use while driving pledge                  | 5<br>Stay hydrated and drink 64oz of water          | 6<br>Relax and read a book before going to bed                   | 7<br>Take frequent breaks throughout the day               | 8<br>Discard expired and outdated medications   | 9<br>Take or schedule your bike for a safety check-up                                 |
| 10<br>Test smoke alarms and change batteries if needed      | 11<br>Declutter and clean your work area                            | 12<br>Schedule your next annual physical            | 13<br>Start the day with a healthy breakfast                     | 14<br>Meditate or do a relaxing activity for 10-15 minutes | 15<br>Bike to work for Nat'l Bike to Work Day   | 16<br>Park far away on your errands today                                             |
| 17<br>Prepare healthy lunches or snacks for the week        | 18<br>Go for a walking meeting or stand during phone calls          | 19<br>Sign up for an online health tracking program | 20<br>Check your sleep environment & go to bed a little earlier  | 21<br>Make 1 safety related suggestion at work today       | 22<br>Stay Sober-Don't drink, smoke or do drugs | 23<br>Wear protective equipment or gear to fit your activity                          |
| 24<br>Do a stress-relieving activity of your choice         | 25<br>Memorial Day<br>Call or do something with a family member     | 26<br>Substitute fruit for your unhealthiest snack  | 27<br>Test/change batteries on carbon monoxide detectors at home | 28<br>Schedule a vacation day in the next 45 days          | 29<br>Take a short walk during your lunch break | 30<br>Get outside- Go to a new park, trail or farmer's market                         |
| 31<br>Prevent falls at home-Clear clutter in walkways       | <b>Do at least 15 activities for a Safer &amp; Healthier Month!</b> |                                                     |                                                                  |                                                            |                                                 |  |

More resources available at [www.hwce.org](http://www.hwce.org)

# MAKE IT SEASONAL

Relate safety, health and wellness activities to the season



The poster features a blue header with the logo for Van Meter/Werner Health & Wellness, which consists of two stylized blue wings. To the right of the logo, the text "12 days of wellness" is written in a large, light blue, sans-serif font. Below the title, the phrase "Give yourself the gift of good health this year" is written in a smaller, white font. The main body of the poster is white and contains a list of 27 numbered activities. The list is arranged in two columns. At the bottom right of the poster, there is a cartoon illustration of a snowman wearing a brown top hat with a red band and a red and white striped scarf. The snowman is holding a small white rabbit by its ears. The rabbit is also wearing a red and white striped scarf and has a red nose. The background of the poster is a light blue gradient.

**VAN METER / WERNER**  
**HEALTH & WELLNESS**

## 12 days of wellness

Give yourself the gift of good health this year

1. Get a flu shot.
2. Shovel or snow blow someone else's driveway/sidewalk.
3. Park far away when you run errands today.
4. Avoid watching TV for 2 hours after work.
5. Bring or eat a healthy lunch for a week.
6. Attend a holiday church service or holiday program.
7. Eat dinner with your family.
8. Send holiday cards.
9. Donate to the Salvation Army bell ringers (or another holiday charity) and/or donate 2 hours this holiday season.
10. Skip or jump rope for 3 minutes.
11. Relax w/family & watch a holiday movie.
12. Do 20 push ups & sit ups after dinner.
13. Take the stairs today and/or do 20 minutes on the stair stepper.
14. Run or walk 1 mile w/a friend, co-worker or family member.
15. Enjoy 1 glass of red wine (but just one).
16. Make a list of 10 things you're grateful for & send a thank you note.
17. Spend 25 minutes lifting weights.
18. Relax with a book before bedtime.
19. Build a snowman, go sledding or do some other outdoor holiday activity.
20. Substitute a piece of fruit for dessert.
21. Read nutrition labels when shopping & reduce the sugar amount you purchase.
22. Take a stretch break or participate in Warm-up 4 Work.
23. Make one safety related suggestion at work today.
24. Perform a "home safety makeover" (create a fire escape plan & review w/ your family, install/check carbon monoxide detectors & smoke alarms, change filters).
25. Perform a "car safety makeover" (winter emergency kit & 12 point inspection).
26. Before heading to a holiday party, plan for a sober ride home if needed.
27. Take the no texting and driving pledge at: <http://www.textinganddrivingsafety.com>
27. Do a slip, trip, fall assessment inside & out of your home.
27. Wear brightly colored clothing or vest when biking or walking at dusk or night.
27. If snowy or icy outside, wear slip resistant shoes or boots.

# CLOSING COMMENTS

- Creating a culture of Total Worker Health does not have to be expensive. It can even be free.
- Select strategies that protect workers from hazards through interventions that protect, preserve and promote the comprehensive well-being of workers
- Multi-level and multi-component programming
- Role as a *Total Worker Health Professional*
  - Encourage employers and employees to take a Total Worker Health approach to work, life and family
  - Connect employers to relevant resources



# HWCE ONLINE RESOURCES




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## Welcome to the Healthier Workforce Center for Excellence

We are a national resource center for integrated employee health, wellness and safety programs, practices and policies.

Resources



## HEALTHIER WORKFORCE BULLETIN

### Office Ergonomics

Maintaining a healthy, safe and productive office environment requires designing workspaces to allow each employee to work comfortably and without awkward postures (such as craning the neck forward or tilting the head to the side) or the use of computer input devices (keyboard and mouse) for long periods without breaks. Ergonomics – commonly referred to as “fitting the work to the worker” – is a science that seeks to optimize the relationship between people and their work environment. In an office setting, ergonomics principles can be used to improve the physical “fit” between each employee and his/her computer workstation. A qualified ergonomist can also work with employers and employees to explore organizational and psychosocial factors that may also contribute to musculoskeletal discomfort, such as the design of specific tasks and occupational stress.

### For the Employer

Musculoskeletal pain and disorders are common among office workers and can result in more frequent absenteeism and reductions in productivity. Effective and successful ergonomics programs involve employees throughout the entire process, from identification of the problem to the development and implementation of solutions. A participatory approach gives employees a voice in the discussion and planning of workplace changes and may promote greater acceptance of potential solutions. Click [here](#) for more information on office ergonomics and links to resources for designing a participatory ergonomics program.

### Encourage Frequent Breaks

Prolonged sedentary behavior is associated with many chronic conditions including type 2 diabetes, cardiovascular disease, hypertension, obesity, and musculoskeletal discomfort. Typing for long periods without breaks likely increases the risk of musculoskeletal pain and disorder. Taking short (one two minutes) breaks away from the workstation as often as every 30 minutes may limit discomfort. Employers should encourage and support breaks to promote more movement throughout the work day for employees in an office environment. [Read more](#) on moving more in the workplace.

### Take Action with a NIOSH Essential Element for Effective Programs

Involve and engage employees by encouraging and supporting their participation. Ergonomics programs, as well as other health protection and health promotion programs, are most effective when employees participate in the process. NIOSH Essential Element to Develop a “Human Centered Culture” states effective programs thrive in organizations with policies and programs that promote respect throughout the organization and encourage active worker participation, input, and involvement. Download the elements [here](#).

| Sunday                                                 | Monday                                                              | Tuesday                                       | Wednesday                                                 | Thursday                                             | Friday                                    | Saturday                                                |
|--------------------------------------------------------|---------------------------------------------------------------------|-----------------------------------------------|-----------------------------------------------------------|------------------------------------------------------|-------------------------------------------|---------------------------------------------------------|
|                                                        |                                                                     |                                               |                                                           |                                                      | Wear your seat belt 100% of the time      | Apply sunscreen before going outside and reapply often  |
| Check your blood pressure at local pharmacy/drug store | Take a no cell phone use while driving pledge                       | Stay hydrated and drink 6oz of water          | Relax and read a book before going to bed                 | Take frequent breaks throughout the day              | Discard expired and outdated medications  | Take or schedule your bike for a safety check-up        |
| Test smoke alarms and change batteries if needed       | Declutter and clean your work area                                  | Schedule your next annual physical            | Start the day with a healthy breakfast                    | Meditate or do a relaxing activity for 10-15 minutes | Bike to work for Nat'l Bike to Work Day   | Park far away on your errands today                     |
| Prepare healthy lunches or snacks for the week         | Go for a walking meeting or stand during phone calls                | Sign up for an online health tracking program | Check your sleep environment & go to bed a little earlier | Make 3 safety related suggestions at work today      | Stay Sober-Don't drink, smoke or do drugs | Wear protective equipment or gear to fit your activity  |
| Do a stress-relieving activity of your choice          | Call or do something with a family member                           | Substitute fruit for your unhealthiest snack  | Test/change carbon monoxide detectors at home             | Schedule a vacation day in the next 45 days          | Take a short walk during your lunch break | Get outside: Go to a new park, trail or farmer's market |
| Prevent falls at home: Clear clutter in walkways       | <b>Do at least 15 activities for a Safer &amp; Healthier Month!</b> |                                               |                                                           |                                                      |                                           |                                                         |


|                                                                |                                                              |                                                       |                                                   |                                                               |
|----------------------------------------------------------------|--------------------------------------------------------------|-------------------------------------------------------|---------------------------------------------------|---------------------------------------------------------------|
| CHECK FOR FRAYED EXTENSION CORDS AT HOME                       | USE SUNSCREEN DURING EXTENDED OUTDOOR ACTIVITIES             | WEAR EARPLUGS WHEN USING LOUD EQUIPMENT AT HOME       | BUY A FIRE EXTINGUISHER FOR YOUR CAR              | DRINK WATER TO STAY HYDRATED WHILE WORKING IN THE HEAT        |
| WEAR EYE & FACE PROTECTION WHEN WORKING WITH POTENTIAL HAZARDS | CHECK FOR OVERLOADED OUTLETS AT HOME                         | KNOW THE LOCATIONS OF THE FIRE EXTINGUISHERS          | WEAR YOUR SEATBELT EVERYDAY                       | VACUUM SMOKES DETECTOR SPALLS AT HOME                         |
| STAY AWAY UNUSED TOOLS AT HOME                                 | LOCK HAZARDOUS MATERIALS AT WORK                             | IF YOU LIVE IN A TWO-STORY HOUSE, BUY A RESCUE LADDER | STAY AWAY SWAMP OBJECTS AT WORK                   |                                                               |
| VACUUM SMOKES DETECTOR BATTERIES AT WORK                       | CHECK THE BATTERIES IN YOUR SMOKES DETECTOR AT HOME          | INSTALL NONSLIP DECALS ON A NONSLIP MAT IN YOUR TUB   | WEAR GLOVES APPROPRIATE FOR THE MATERIALS HANDLED | FLIP A RECHARGEABLE FLASHLIGHT INTO A SOCKET NEAR TO YOUR BED |
| MAKE SURE YOUR HOUSE NUMBER IS VISIBLE IN CASE OF EMERGENCIES  | REMOVE EXTENSION CORDS UNDER RUGS OR ACROSS DOORWAYS AT WORK | WEAR EARPLUGS WHEN USING LOUD EQUIPMENT AT WORK       | BUY A FIRE EXTINGUISHER FOR YOUR HOME             | PUT SALT ON ICE SIDEWALKS TO AVOID SLIPS AT WORK              |

<http://www.hwce.org>




[www.hwce.org](http://www.hwce.org)

# HWCE ON SOCIAL MEDIA


 **UI HWCE** @UIHWCE 29 Oct  
Employers benefit from flu vaccination programs. Learn more from the latest @UIHWCE bulletin- [eepurl.com/HDNXj](http://eepurl.com/HDNXj)  
Expand Reply Retweet Favorite More

 **UI HWCE** @UIHWCE 28 Oct  
Tip of the Week: Ensure your employees know where to locate #safety devices. [ow.ly/i/3m9SB](http://ow.ly/i/3m9SB)  
View photo Reply Retweet Favorite More


 **Total Worker Health** @NIOSH\_TWH 25 Oct  
Learn how worker health can move beyond conventional #healthpromotion on Mon 11/4 at @APHAAnnualmtg! [bit.ly/1gEWHZO](http://bit.ly/1gEWHZO) #APHA13 @UIHWCE  
Retweeted by UI HWCE

## Healthier Workforce Bulletin

Iowa Total Worker Health



WORKFORCE BULLETIN # 12



Follow

## TWH Infographics

Iowa Total Worker Health



**TOTAL WORKER HEALTH™**  
INTEGRATING HEALTH PROTECTION AND HEALTH PROMOTION

Top Reasons to Create a New Pathway for a Safer and Healthier Workforce



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## Upcoming Events

Iowa Total Worker Health



HEALTHIER WORKFORCE CENTER FOR EXCELLENCE | IOWA CENTER FOR OCCUPATIONAL SAFETY AND HEALTH | WORKSAFE

17th Annual Occupational Health Symposium 2015  
**Total Worker Health™**  
April 16-17, 2015 • Cedar Rapids, Iowa  
The Hotel at Kirkwood



Follow

## Promoting Physical Activity

Iowa Total Worker Health



## Promoting Cardiovascular...

Iowa Total Worker Health



What are my chances of getting heart disease?  
Ask yourself these 3 questions:

- How many risk factors do I have?

- Age
- Gender
- Family history


Major risk factors

Non-Modifiable  
These risk factors cannot be changed.

## Promoting Wellness

Iowa Total Worker Health



 **Healthier Workforce Center for Excellence** shared a link. October 8

Try out this simple assessment from the Alliance for Work-Life Progress to see how effective your organization's work-life programs are. The assessment will help you focus work-life communications, find your areas of strengths and weaknesses and set future goals.




**Alliance for Work-Life Progress™**  
An Affiliate of WorldatWork®

**AWLP - Work-Life Effectiveness Self-Audit**  
[www.awlp.org](http://www.awlp.org)

To ensure your work-life programs are seen as effective business tools, it is important to undertake a Work-Life

Like · Comment · Share

 **Healthier Workforce Center for Excellence** shared a link. October 3

Participatory office ergonomics programs can reduce MSDs and lead to higher job and workstation satisfaction among employees. Read more in the HWCE's latest bulletin - \*|URL|\*

Pinterest at [pinterest.com/iowatwh](http://pinterest.com/iowatwh)

Facebook: [Healthier Workforce Center for Excellence](https://www.facebook.com/HealthierWorkforceCenterforExcellence)

Twitter: [@UIHWCE](https://twitter.com/UIHWCE)



# THANK YOU!



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