



INTRODUCTION TO ERGONOMICS .

BY JILL REITSMA

Ergonomics is the process of designing or arranging workplaces, products, and systems to fit the people using them. Ergonomic design brings together knowledge of anatomy, psychology, environmental physics, and engineering to ensure products complement users' abilities.

Effective workplace ergonomics can reduce injury and promote wellness. Musculoskeletal disorders are common and can cause costly problems for both the employee and employer. Efficient workspaces can reduce injury with several small, simple changes.

Here are some of those effective changes:

Sources: Dohrmann Consulting. ergonomics.com.au/what-is-ergonomics/. Accessed 25 May 2017.
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Ergonomics Plus. ergo-plus.com/musculoskeletal-disorders-msd/. Accessed 31 May 2017.
UCLA Ergonomics. ergonomics.ucla.edu/office-ergonomics/4-steps.html. Accessed 25 May 2017.

IN THIS ISSUE

- 2 Include Activity in Your Workday
- 3 Is Your Workstation Helping or Hurting?
- 4 Harvest of the Month: Tomatoes

Desk chair height should be adjusted so when you sit, your feet are flat on the floor. Armrests should also be adjusted so shoulders are relaxed.

Keyboards should be pulled close to your body so you are not reaching.

Computer monitor height should be adjusted to eye level so looking up or down is not needed.

Short walking or stretching breaks throughout the day will prevent you from forming bad posture. Set calendar reminders to get up once every hour.

Smart Facts

66%

of people say a more ergonomic workspace would help improve their posture.

\$389,000

is how much a Kansas company reduced injury claims and costs in 10 years with ergonomics and a wellness program.

11%

growth in productivity is what a company can expect from properly executed ergonomics.

Sources: Staples. hub.staplesadvantage.com/h/i/218389662-put-your-back-into-it-11-ergonomics-stats. Accessed 12 June 2017.
Ergonomics Info. ergonomics-info.com/ergonomics-in-the-workplace.html. Accessed 15 June 2017.
OSHA. osha.gov/dcsp/success_stories/ergonomics/bluecross_kan.html. Accessed 15 June 2017.



INCLUDE ACTIVITY IN YOUR WORKDAY.

BY RACHEL SAVIEO

The importance of being active during the workday cannot be overstated. When considering hours spent sitting in a car, at your desk, and at home, the average American spends 13 hours a day sitting. Medical experts have started referring to long periods of physical inactivity and its negative consequences as “sitting disease,” with the risk of heart attack near the same as smoking. Sitting too much leads to obesity, high blood pressure, diabetes, cancer, and depression.

The good news is that you can easily counteract these effects by simply moving more during the day. It may not seem like much, but just standing a little more each day tones muscles, improves posture, increases blood flow, boosts metabolism, and burns extra calories.

While it may not always be practical to go for a walk during the day, there are simple ways to make sure you are staying active:

- **Set an e-reminder:** Every hour, stand up and march in place for a few seconds, stretch, and sit back down.
- **Take calls standing:** We may not get the company to expense a standing desk, but we can all stand up to answer the phone.
- **Drink lots of water:** Not only is drinking eight glasses of water a day good for you, but staying hydrated will naturally cause you to take more restroom breaks, increasing your daily step total.
- **Take the stairs:** This is a great way to get your heart pumping. You can also get an upper body workout if you're carrying a briefcase or bag.
- **Talk face-to-face:** Ignore the urge to call colleagues on the other side of the office. Start a movement by coordinating standing or walking meetings to add some steps and connect with others in person.
- **Take a lunch break:** Walk to a nearby restaurant or take your brown bag outside. Resist the urge to eat sitting at your desk.
- **Join the Movement Mindset:** Check out themovementmindset.com for a series of yoga poses you can do at your desk.



Standing a little more each day tones muscles, improves posture, increases blood flow, boosts metabolism, and burns extra calories.

The best way to prevent the risks posed by a sedentary lifestyle is to move! Find ways to incorporate a healthy mix of sitting, standing, and actively moving throughout the workday.

Source: Just Stand.org juststand.org. Accessed 30 May 2017.

IS YOUR WORKSTATION HELPING OR HURTING ?

BY JOHN THOMAS

Unless you're a professional football player, neck stiffness, sore shoulders, and general physical fatigue shouldn't be a regular part of your workday. If they are, it might be your workstation. Evaluate these four key factors to find the source of the pain.

1. **Chair:** When you sit in your desk chair, can you put your feet flat on the floor, with your thighs slightly below your hips? Is there a space between the backs of your legs and the front edge of the chair? Can you sit up straight, with a slight curve in your back?
2. **Desk:** Does your desk allow you to spread everything out in front of you as you work? Does it have room for your legs to move and stretch out? Does it allow you to do your work without slouching or leaning?
3. **Computer monitor/screen:** Reach your hand out toward your computer screen. Do your fingers just barely touch the screen? If you have more than one screen, are all the screens at the same level and exactly side-by-side? When you look straight ahead, are your eyes naturally falling on a spot just below the top of the screen? Are there any reflections on the screen?
4. **Keyboard/mouse:** Are your keyboard and mouse at elbow height? Do your wrists have a place to rest as you type? Is your keyboard flat or angled slightly away from you? Is the keyboard one to two inches above your thighs?

If you answered “no” to any of these questions, your workstation might be taking a toll on you. Make adjustments to change every “no” to “yes,” and you’ll probably suffer a lot fewer workplace pains—unless there’s a linebacker bearing down on you, of course.



July 15 is National Give Something Away Day

July 15 is National Give Something Away Day! Whether you donate a piece of clothing, buy a meal for someone in need, or give your time by volunteering, National Give Something Away Day reminds us all that giving something to others always has a positive impact.

Source: National Day Calendar. nationaldaycalendar.com/national-give-something-away-day-july-15. Accessed 22 May 2017.

HARVEST OF THE MONTH: TOMATOES

BY MEGAN MILLER

Tomatoes are not only delicious, but they are also packed with health benefits! Vitamin C is plentiful in tomatoes, but they also contain Vitamin A, potassium, and fiber. Tomatoes are also rich in lycopene, an antioxidant that slows aging of the skin and can be beneficial against cancer and heart disease. Peak season is June through October.

How to Select

Don't use size as an indicator of quality or flavor. Look for a tomato that is well-shaped, of uniform color, and has a bit of give when firmly held. Fully-ripe tomatoes are soft and should be used right away.

How to Store

Fresh, ripe tomatoes should not be stored in the refrigerator, as it turns them tasteless. Store tomatoes at room temperature for two to three days out of direct sunlight until ready to eat.

How to Prepare

Tomatoes can be eaten raw, sautéed, grilled, stewed, and added to many dishes. Use a serrated or very sharp knife to slice or chop tomatoes, or prick the skin to get a slice going. Cut tomatoes lengthwise from stem to blossom end to retain more juice in each slice. To peel tomatoes, blanch by dropping



them into boiling water for about 30 seconds, or longer for firm tomatoes. Then plunge them into a bowl of ice water until cool enough to handle. Cut an X on the stem end and use a paring knife to pull skin away. Skin will pull away easily if the tomatoes have been blanched long enough.

To seed tomatoes, cut the tomato in half horizontally. Holding a half in the palm of your hand, squeeze out the jelly-like juice and seeds over a strainer and scoop out remaining seeds with your fingertip.

Sources: University of Illinois Extension. extension.illinois.edu/veggies/tomato.cfm. Accessed 23 May 2017.
Berkeley Wellness. berkeleywellness.com/healthy-eating/food/article/how-choose-best-tomatoes. Accessed 25 May 2017.



Recipe: Baked Parmesan Tomatoes

Ingredients (makes 4 servings):

4 tomatoes, halved horizontally
¼ cup freshly grated Parmesan cheese
1 tsp chopped fresh oregano
¼ tsp salt
4 tsp extra-virgin olive oil
Freshly ground pepper, to taste

Directions:

1. Preheat oven to 450 degrees.
2. Place tomatoes cut-side up on a baking sheet. Top with Parmesan, oregano, salt, and pepper. Drizzle with oil.
3. Bake about 15 minutes or until the tomatoes are tender.
4. Let tomatoes cool and serve.

Nutrition Information:

PER SERVING: 86 calories, 6g fat, 1g saturated fat, 2g fiber, 6g carbohydrates, 3g protein, 4mg cholesterol, 3g sugar, 1,076 IU Vitamin A, 17mg Vitamin C, 58mg calcium, 0mg iron, 387mg sodium, 304mg potassium

Source: EatingWell.com. eatingwell.com/recipe/249254/baked-parmesan-tomatoes. Accessed 23 May 2017.