



# **Practical tips**

## **for improved health and safety at work**

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- **Self management**
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# Working ergonomically

## Adjusting table and chair optimally

### Chair height

Adjust the height of your chair so that your feet are flat on the floor. Your legs should be bent at an angle of at least 90°.

### Seat

The seat should be adjusted so that your back presses lightly against the chair back. There should be, however, a small gap between the seat and the backs of your knees – the width of around two fingers.

### Chair back

The chair back should be adjusted so that you can lean back without exerting any strength. It should, however, provide enough resistance so that the curve provides support in the small of the back when sitting upright.



# Working ergonomically

## Adjusting table and chair optimally

### Lumbar support

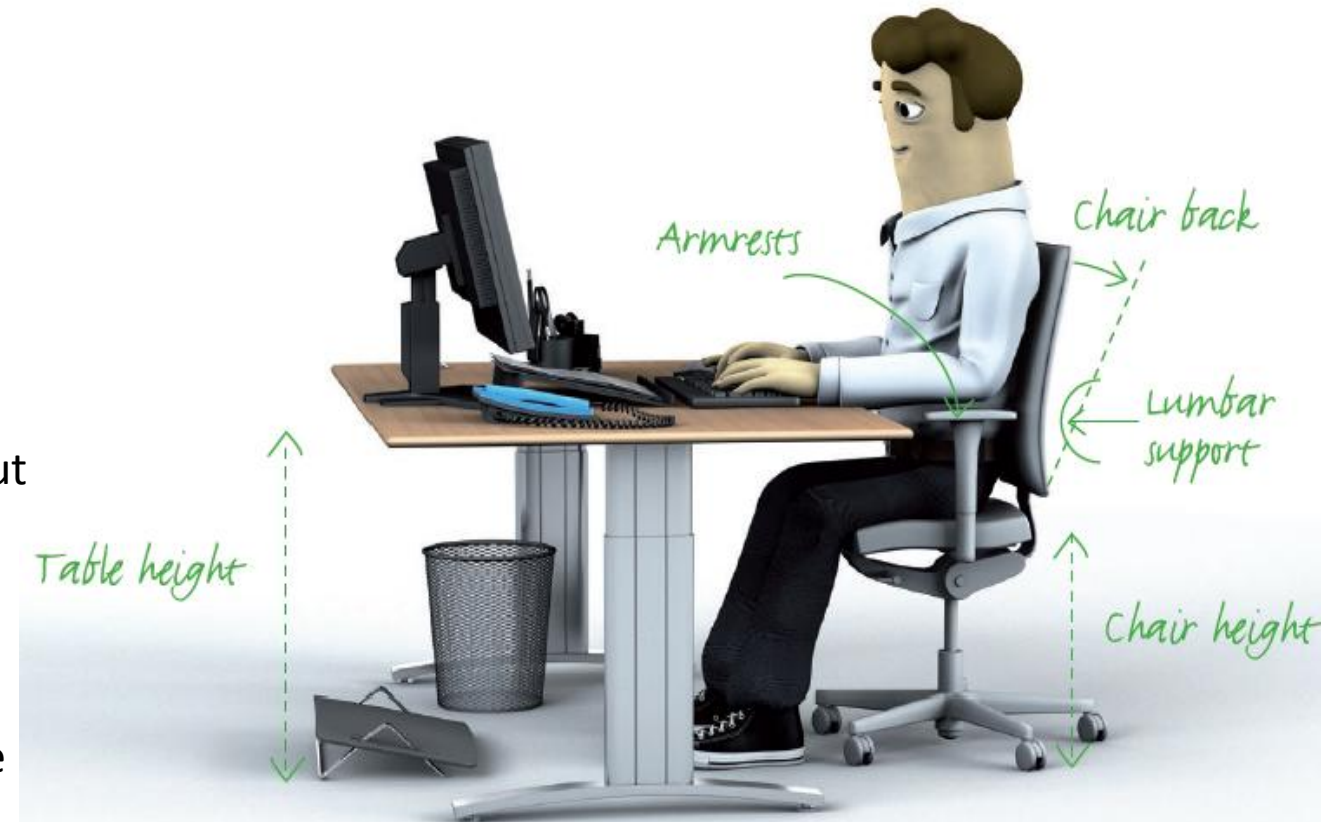
Your office chair has a curved chair back. Adjust the height of your chair back so that the curve is at the small of your back. This encourages good posture. Some models allow you to adjust the height of the back support without changing the height of the chair back.

### Armrests (optional)

Sit upright in your chair and adjust the armrests so that your elbows rest lightly on the armrests without having to raise the shoulders. Armrests are not absolutely necessary.

### Table height

When you are sitting upright in your chair, the table height should be adjusted so that you can rest your elbows on the table without raising your shoulders.



# Working ergonomically

## Installing working tools optimally

### Monitor

Place your monitor directly in front of you so that you do not need to turn your head sideways. The height should be set so that the top of the screen is a hand's width below the level of your eyes.

The distance between your eyes and the screen should be at least an arm's length, a little more if you have a large screen. Do not bring the monitor closer if you cannot see text clearly. Instead, increase the type size in your programme.



# Working ergonomically

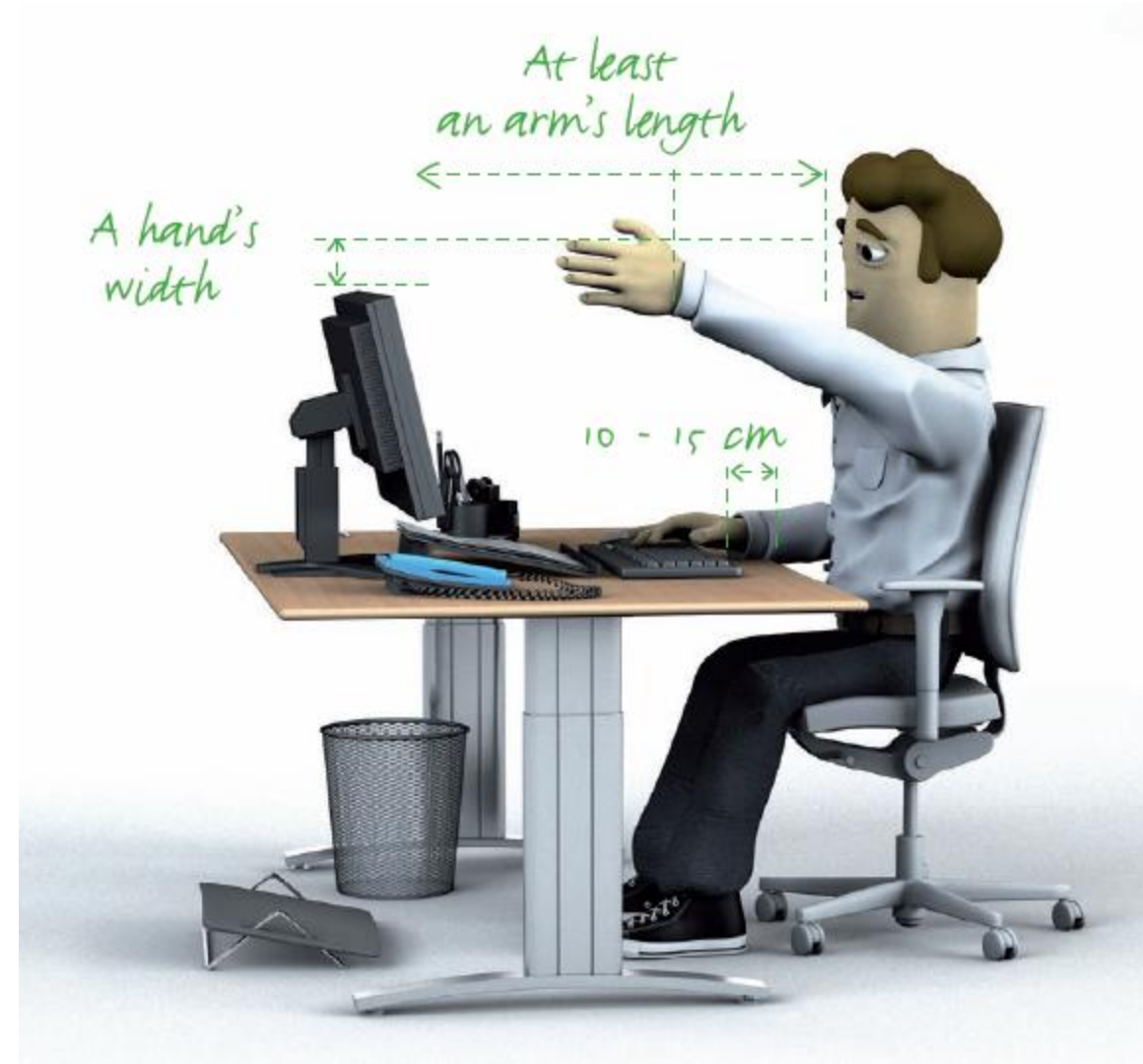
## Installing working tools optimally

### Keyboard and mouse

The keyboard should be directly in front of you. The distance to the table edge should be between 10 and 15 cm so that you can rest the heels of your hands on the table. Place your mouse as close as possible to the keyboard.

### Documents

Take care to place documents between the keyboard and the monitor and not between the table edge and the keyboard. If possible, the keyboard, document and monitor should be aligned.



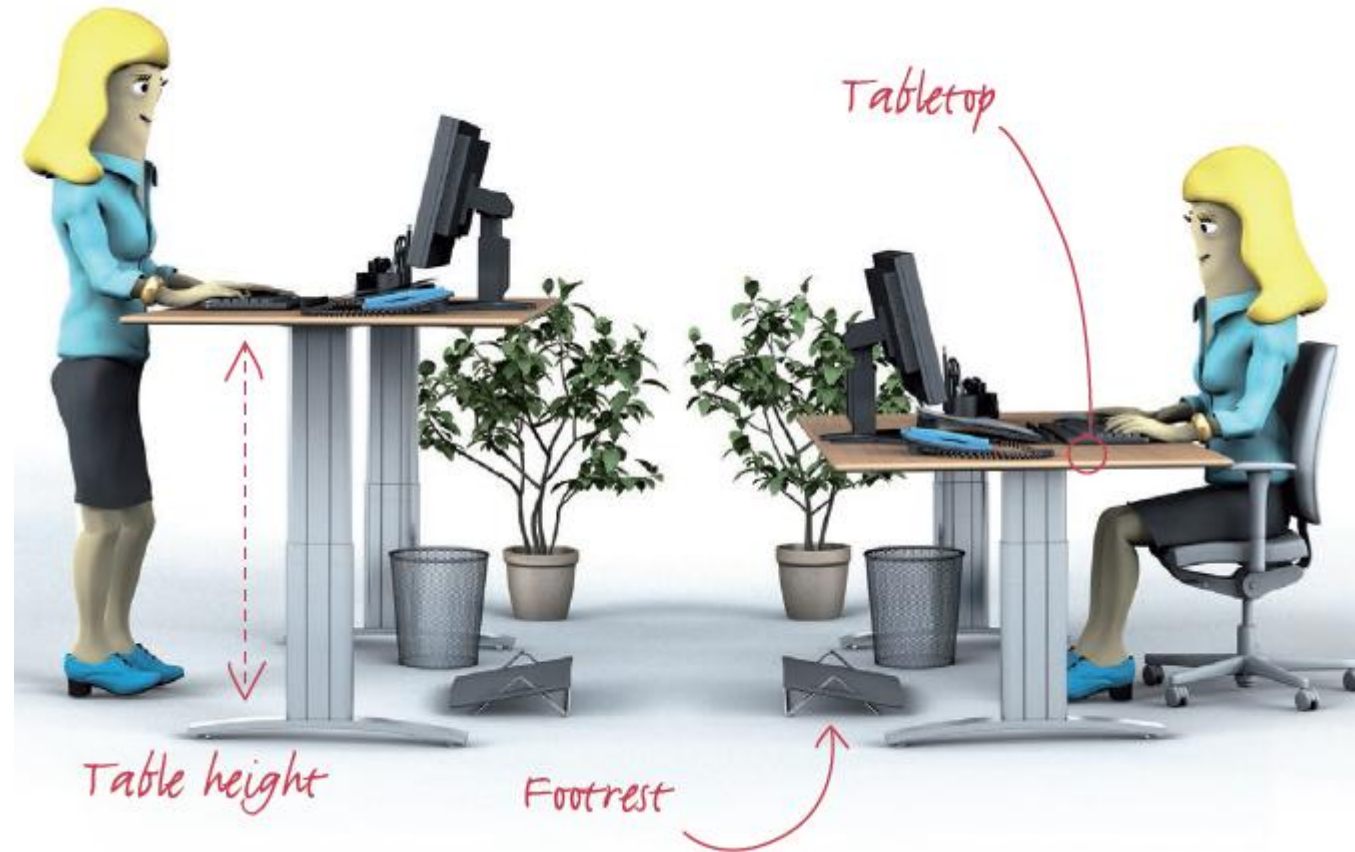
# Setting up the office

## Table for office work

### Table height

An office table should be adjustable in height between 65 and 85 centimetres. This will allow it to be adjusted to the height of most employees. Special solutions must be found for employees who are particularly small or tall.

A sit-stand model can be selected for office tables at which employees are seated for more than half the week. This kind of table should be adjustable between 65 and 125 centimetres. This allows for healthy alternation between seated and standing activities.



# Setting up the office

## Table for office work

### Table top

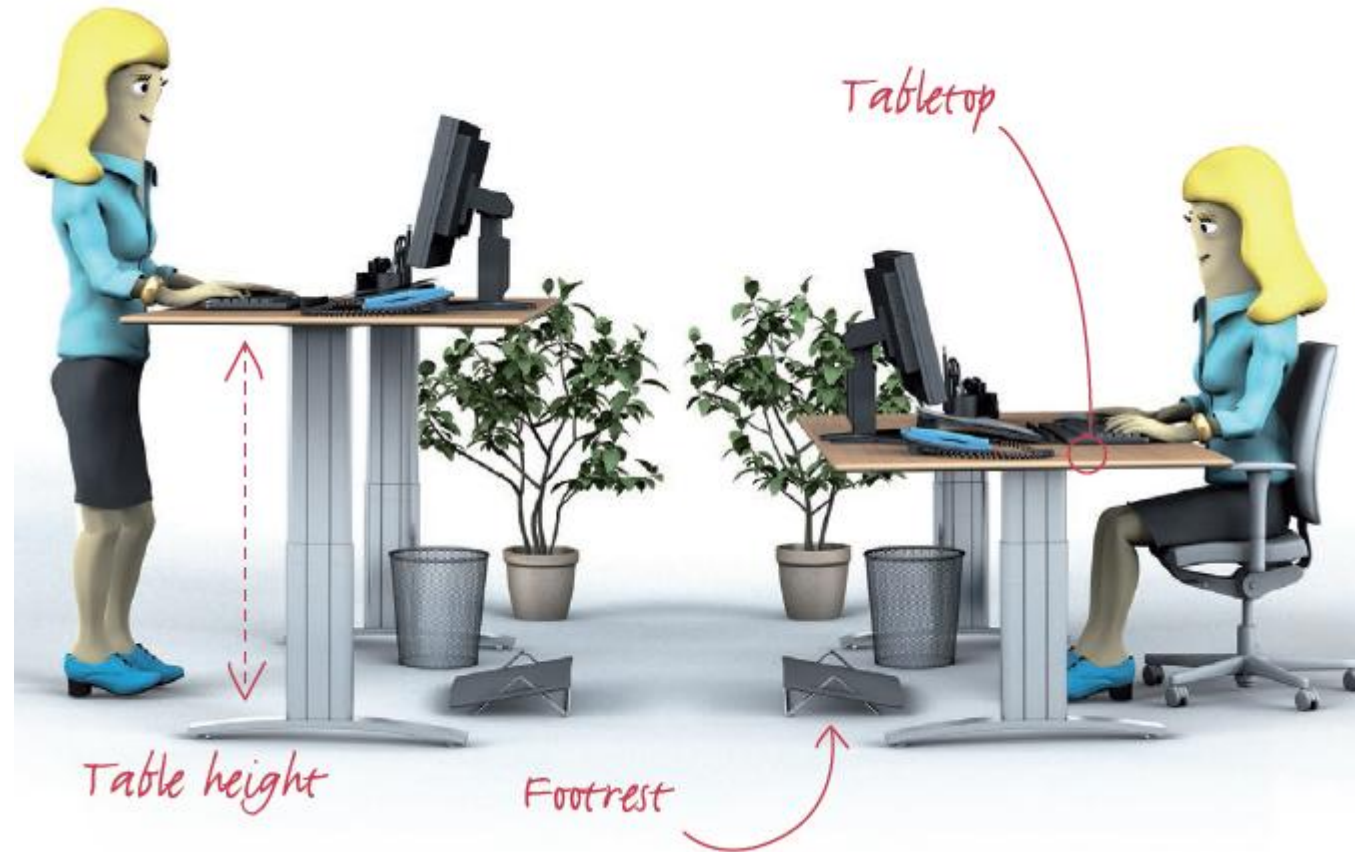
Take care when selecting the table top that it is not made of a cold material such as metal. Reflective surfaces should also be avoided as they can cause glare.

With a work surface of at least 160 by 80 cm, you have enough room to set up a monitor, keyboard and mouse ergonomically.

And with rounded-off corners, you can avoid painful bruising.

### Footrest

A footrest can be helpful if your feet do not reach the floor. It is, however, only a temporary solution. It is better to adjust the table and chair to your height.





# Setting up the office

## Office chair

An ergonomic chair has a height-adjustable backrest or a separately adjustable lumbar support. It is important that the seat of every chair can be adjusted in height and depth. Armrests are not absolutely necessary. Should the chair be fitted with armrests, these should be adjustable in height, width and depth.

### Check your posture

#### 1. Close your eyes!

Is your head lightly balanced without having to exert any strength? No? Then you are not sitting correctly.

#### 2. Breathe in and out deeply!

Are you breathing in only as far as your chest or does your belly also expand? The better and deeper you are able to breathe, the better your posture when sitting.

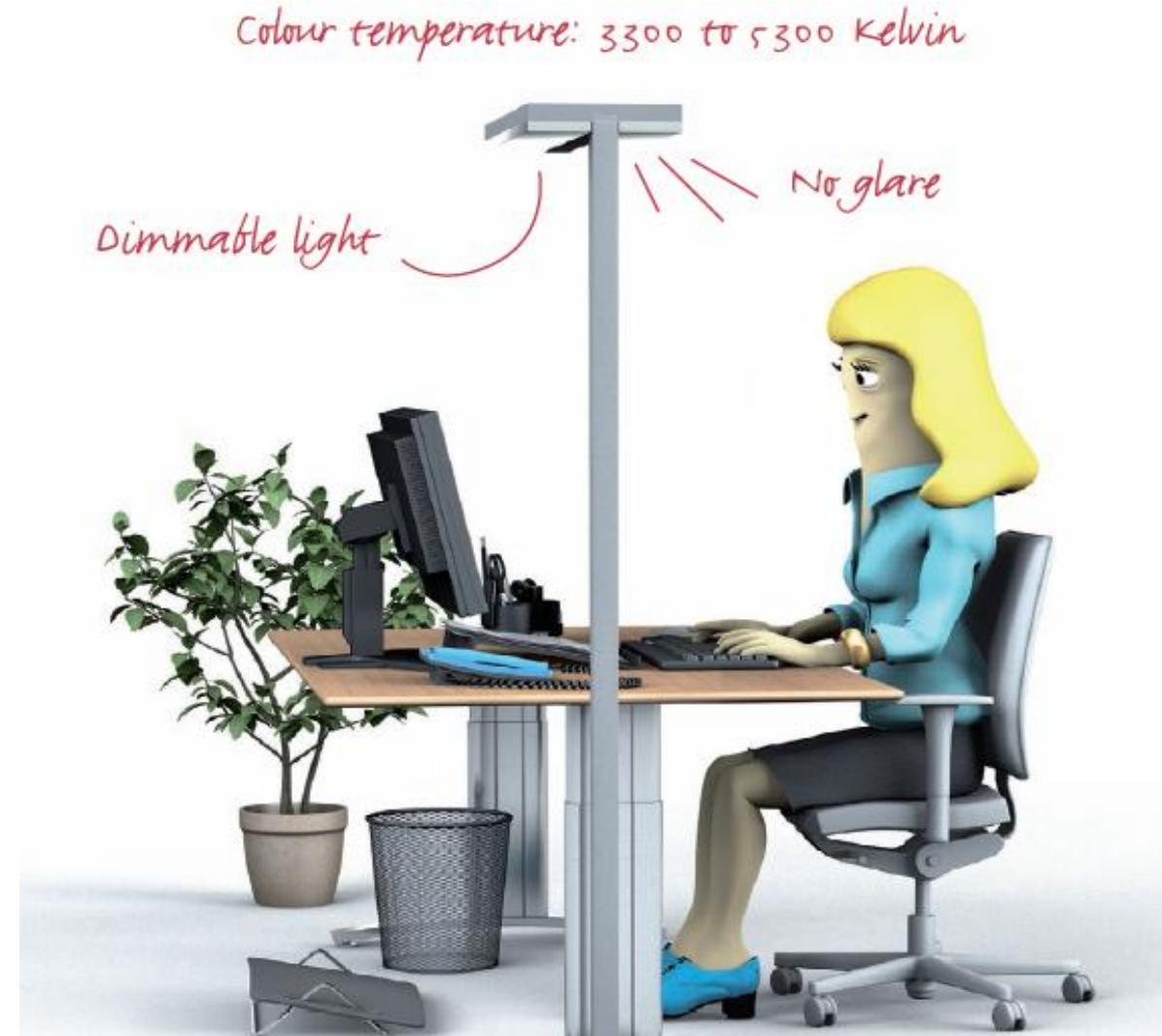


# Setting up the office

## Lighting for office work

Ambient office lighting should be a minimum of 500 Lux. As one gets older, the eyes require more light, so additional lighting that is individually adjustable should be provided for each workstation.

Office lighting should be individually adjustable and not cause any glare. Make sure that the light is neutral white or warm white and between 3300 and 5300 Kelvin for computer work.



# Self management

## Efficiency and know yourself

### Efficiency

Efficiency at work has a lot to do with your personal approach to tasks.

Think of every task as a journey:

First find out where you are going and what you need for the journey.

Good preparation is key. Before you start every activity you should understand what needs to be done, by when and for whom.

Then put one foot in front of the other: focus on one thing at a time and finish it before you go on to something else. And don't allow yourself to be distracted from your path: reduce the possibility of distractions or interruptions to a minimum.

You will see that in this way you can work much more efficiently and arrive feeling more relaxed.



# Self management

## Efficiency and know yourself

### Know yourself

This is important: stress hormones change our sense of self. So if we experience ongoing stress, we tend not to realize just how exhausted we really are.

Symptoms of exhaustion like difficulty in concentrating, disturbed sleep patterns or loss of appetite are often not noticed or noticed too late.

Increase your awareness of how you are feeling by, for example, noting in your agenda the type and frequency of symptoms.

And take what people around you say seriously. Keep an eye on each other and make dealing with stress and pressure a topic of regular discussion.

*stress alters  
one's sense of self.*



# Self management

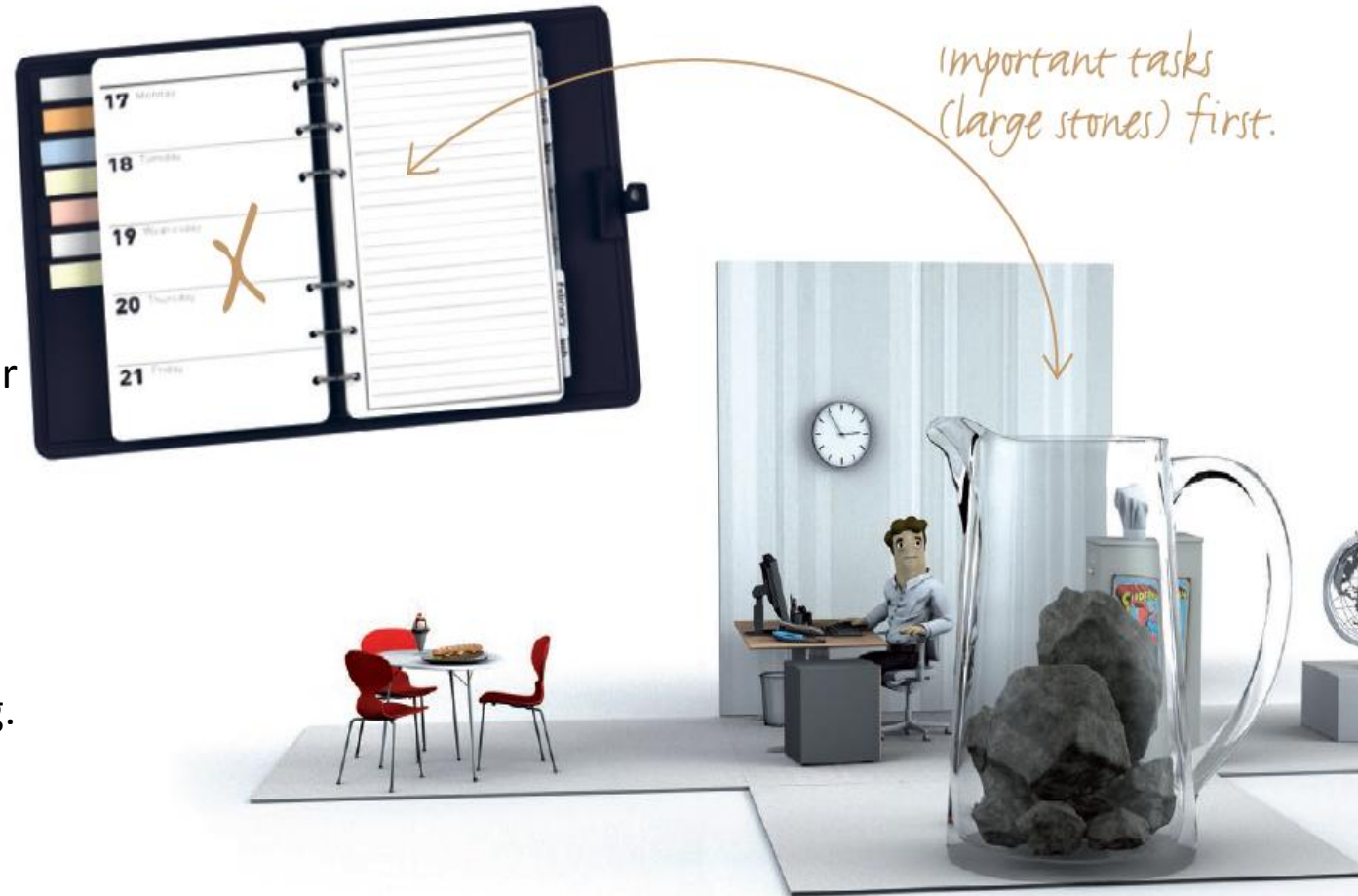
## Setting goals and time management

### Setting goals

Having goals brings us closer to our dreams. Dreams and goals, however, are not the same thing. They complement each other: goals help you to realize your dream.

For example, if you would like to lead a healthier life, set yourself the goal of doing sport twice a week. Or if you would like to be better organized, you could decide to have your mail sorted by 10 o'clock every day.

Set yourself goals and put them down in writing. This is an important aspect of effective time management.



# Self management

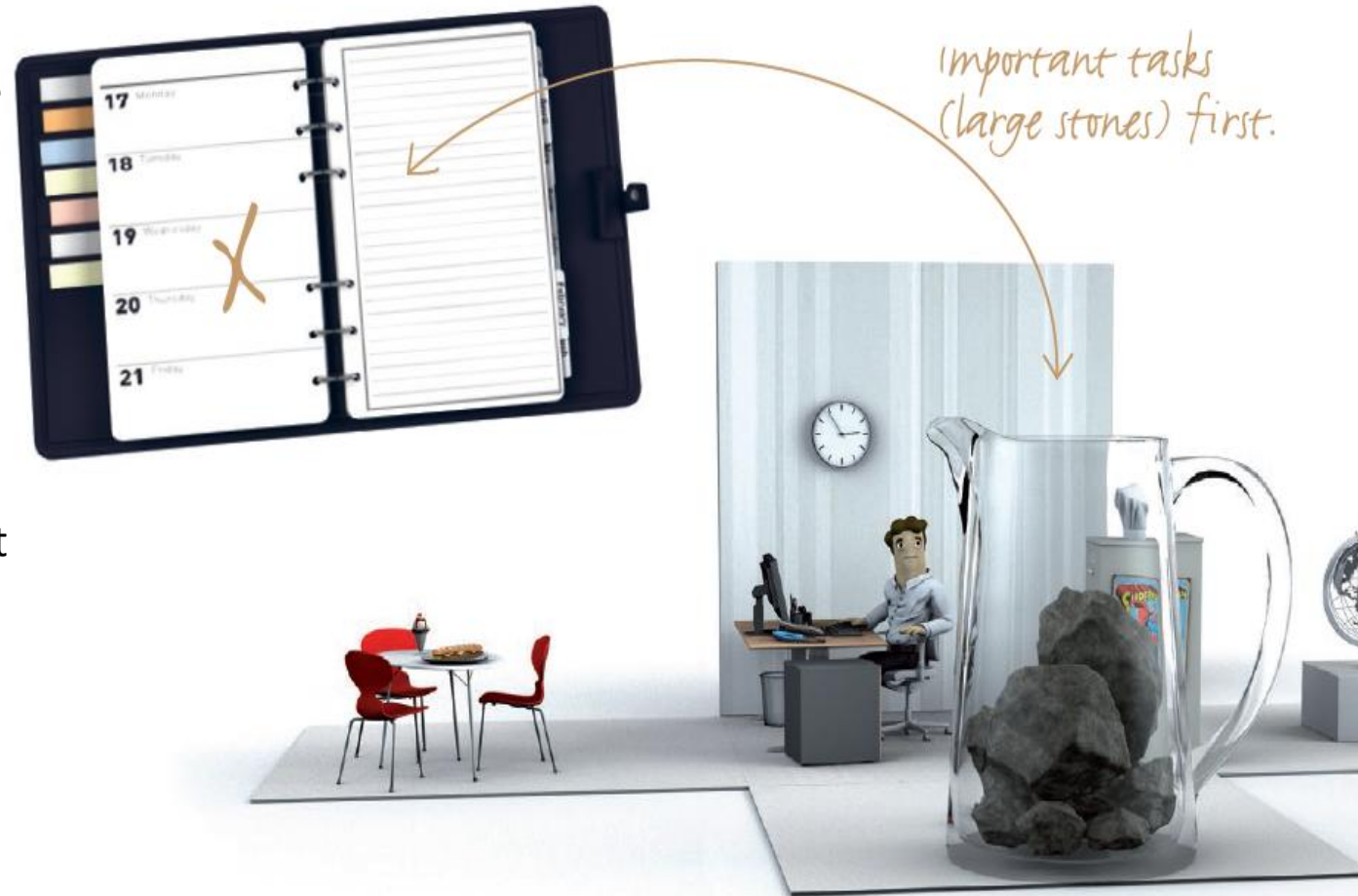
## Setting goals and time management

### Time management

Imagine your agenda as an empty jug. You make appointments and fill the jug with stones. But it is not really full. There is still room for any number of smaller stones in between and you can even go one better.

Successful time management depends on how much you put in the jug. The deciding factor is the order in which you put things in. If you don't put the large stones in first, there won't be space for them afterwards.

Plan your time week by week and put in the big stones – the important tasks – first. The smaller stones can follow afterwards.



# Self management

## Exercise, nutrition and balance

### Exercise and nutrition

Regardless of whether you dance, jog or take walks. Exercise has the effect of reducing tension, helping you to think more clearly and sleep better. And taking exercise at work helps, too: For example if you stand while making phone calls or go out for a walk at lunchtime.

Equally important is a healthy and balanced diet. You are best off having only as many calories as you need spread over three meals and eating only nutritious foods.

And you'll find exercise an effective response to both smaller and larger transgressions.

*Exercise helps after smaller and larger transgressions.*



# Self management

## Exercise, nutrition and balance

### Balance

Whether on a bodily, mental or emotional level, overdoing it in a single area puts stress on our system.

Wherever possible try to find something that balances your working life. Switch between routine and mental work as often as possible. If you work sitting down then try to get some exercise during your breaks.

The ideal situation is if you do something that is as important to you as your work. Something you enjoy that allows you to tank up on energy: a hobby or the family.

*seek balance through  
leisure activities.*





# Work organization

## Job requirements and realistic workloads

### Job requirements

If the job requirements match the employee's skills, he or she can make a confident commitment to the company.

If the requirements and skills don't match, the employee finds it hard to cope or does not have enough of a challenge. Both situations can lead to stress and, over time, have a demoralizing effect.

**So it's a good idea to go through the job and function description with your employees on a regular basis. Offer your staff support where necessary or the possibility of further training – particularly when the company is going through change.**



# Work organization

## Job requirements and realistic workloads

### Realistic workloads

Motivated employees can handle more and are well adjusted; they are also more efficient and make fewer errors.

For example, anyone who works every weekend will be less rested in the following week. Productivity drops, the «to do» list grows and errors increase.

**Relaxed, concentrated employees are the key to success. Define realistic goals and check them on a regular basis. And make sure that overtime is compensated as soon as possible as tired employees achieve less.**



# Work organization

## Meaningful corporate culture and individual work planning

### Meaningful corporate culture

If employees can identify with the vision and goals of your company, their work will take on meaning.

Many employees, however, have no idea what the company stands for and which values are central. The way they identify with the company deteriorates and motivation drops.

**Turn your employees into your company's greatest fans. The basis for this is a corporate culture they can understand and believe in.**

*Inadequate corporate culture?*



# Work organization

## Meaningful corporate culture and individual work planning

### Individual work planning

Variety as well as a high degree of expertise and responsibility simultaneously challenge and nurture. Those who can organize their work to ensure it is varied are more motivated and deal better with pressure and stress.

Monotonous tasks and little responsibility, on the other hand, are demotivating. If pressure at work increases, this rapidly leads to stress and those affected feel increasingly powerless in the face of the situation.

**As far as possible, allow your employees to organize how they work. Set goals and let them tackle them in their own individual way.**





# Work organization

## Teamwork without conflict

A good team can achieve extraordinary results and truly excel.

A poor team, on the other hand, disrupts productivity and the working atmosphere. It puts the company as well as the health of all its members at risk, with burn-outs and mobbing as potential consequences.

*Conflicts can put both the company and individual health at risk.*

**That's why a team needs to get on, not only in terms of its expertise but also at the human level. Strengthen cooperation within the team. Pay attention to any ill feeling or conflict and deal with it early on. The key to doing this successfully is open communication.**



# Work organization

## Good leadership and supportive communication

### Good leadership

Good leadership can create the conditions for a productive, healthy and motivating working atmosphere.

In the same way, poor leadership can lead to an unproductive and unhealthy working atmosphere that damages the company as well as all those involved. Poor leadership weighs heavily on employees, on their health, too.

**Good leadership is not a gift, it has to be learned. Go for well-trained executives with a good leadership style. It's a win-win investment.**



# Work organization

## Good leadership and supportive communication

### Supportive communication

A few words of praise or a thank you at the right moment are very motivating and have a positive effect on the working atmosphere.

In contrast, constant criticism normally leads to stress and lower self-confidence.

**As a manager, your words carry considerable weight. Practice constructive criticism and praise good work. A supportive attitude should form the basis of every conversation with employees.**

*Constant criticism leads to stress and loss of confidence.*

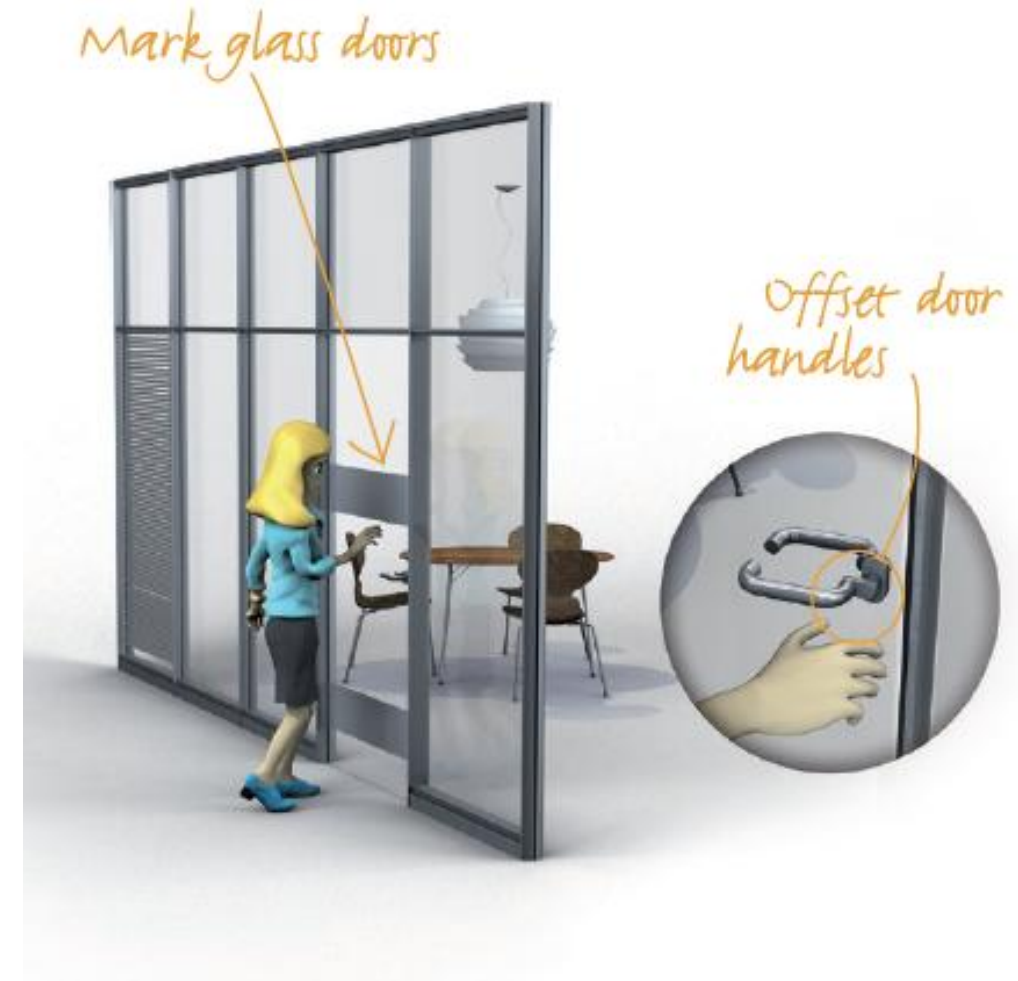


## Doors and stairways

### Doors

Glass doors allow for more light and make rooms friendlier. But it's not uncommon for people to run into them. This can be very painful. Use stripes, bands or symbols to make doors more clearly visible. For non-automatic doors, take care to use offset door handles in order to avoid squashing or bruising fingers.

Only install automatic doors and gates that comply with current safety regulations.



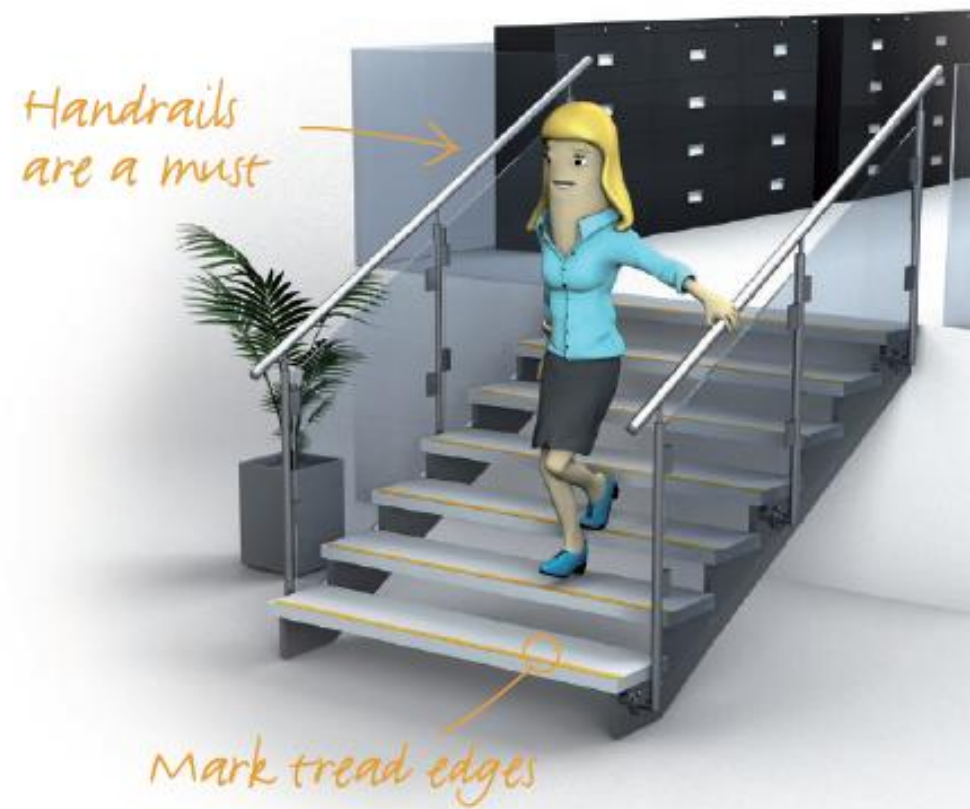


### Stairways

Tripping or falling on the stairs is particularly dangerous, so every staircase should be fitted with a handrail. It will keep you safe if you lose your footing.

Depending on what they're made of and their colour as well as the ambient lighting, negotiating stairs can be difficult. Highlight the edge of each tread in order to increase its visibility.

To get everyone on a solid footing, use anti-slip floor coverings. This is particularly important for staircases in the entrance area, where wet conditions and dirt dramatically increase the risk of slipping.



### Floors

Watch out for differences in floor levels as well as floor coverings. Differences in floor levels are a classic tripping hazard: rises, steps and uneven surfaces should be avoided wherever possible. The same applies to floor openings and open cable ducts. When differences in levels cannot be avoided, they should be clearly marked.

Surer footing and improved safety are provided by the use of anti-slip floor coverings.



### Cleaning

Wet, snowy, icy, leafy and dirty conditions all increase the risk of slipping. The building entrance should always be kept clean and swept – outside as well as inside.

Use of matting will stop dirt, rain and snow being carried inside and making the surface slippery.

Don't clean floors during peak times and clean them in sections. Indicate the wet areas clearly or close them off.

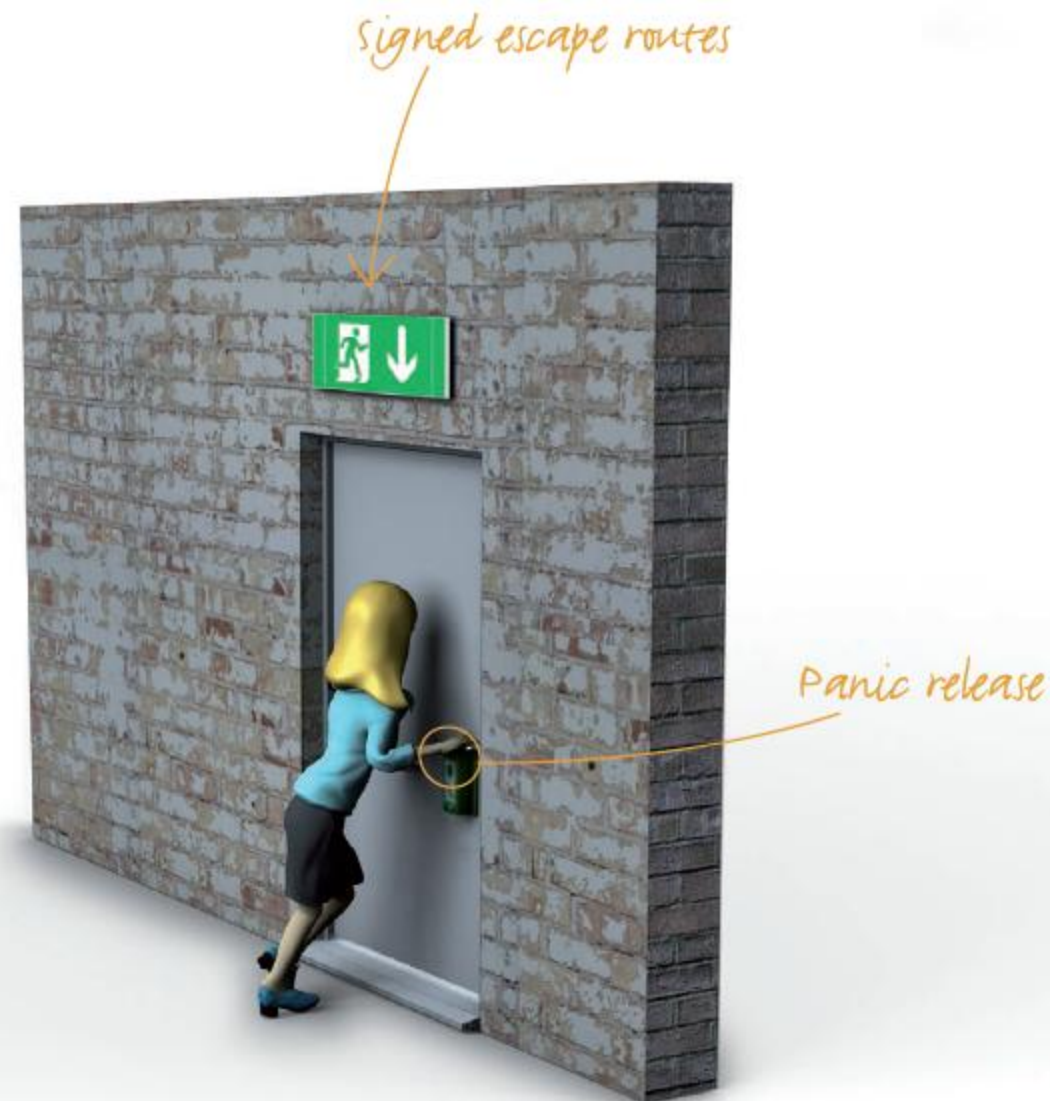


## Escape routes

In an emergency – a fire, for example – everyone’s survival depends on how quickly and safely they can be evacuated out of the building.

Make sure that escape routes are clearly visible by using emergency lighting and self-luminous emergency exit signs.

And ensure that main walkways and particularly escape routes are always kept clear. Avoid the use of key boxes at emergency exits as they can be easily missed in an emergency or turn into a death trap if lighting conditions are poor. Instead, install a panic release on all emergency exits. They unlock and open doors at the press of a single button and clear the way to safety in just seconds.





# Thank you

for taking the time to learn about safety and health  
and how to prevent future injuries or illnesses.

## RESOURCES:

Federal Coordination  
Commission for  
Occupational Safety

Switzerland