

Occupational health and safety regulations: administrative jobs

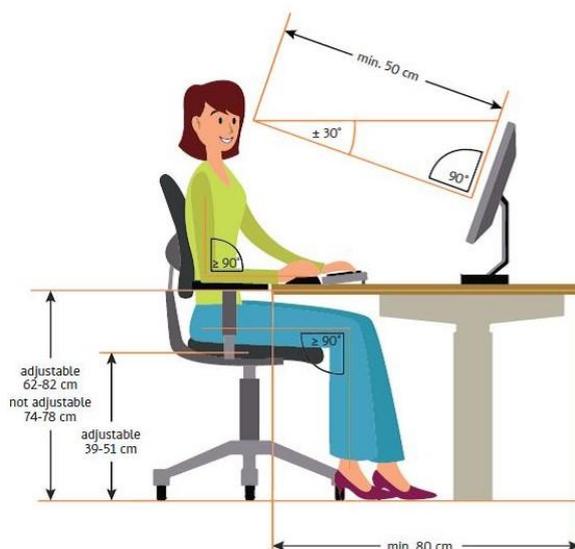
Working position

Working in the same posture for a long time can cause problems in the longer run. Physical symptoms and ailments that arise by regularly repeating short movements or a static posture of the neck, upper back, shoulders, upper or lower arm, elbow, wrist and/or hand are, inter alia, associated with sedentary (display) work.

What can you do about it?

- ❖ Sedentary work is often inevitable. Therefore, make sure your **desk chair** is adjusted correctly! See the instruction below and do the test on <http://kanstest.nl/en/>
- ❖ **Alternate** sedentary work every half hour by walking a bit. There's always a reason to get off your seat.
 - Scientific research doesn't exactly show yet how much non-sedentary work is necessary for a healthy lifestyle. The best advice for now is to leave your chair every half hour for 2-5 minutes.¹
- ❖ Multiple times a day, 1 minute at a time: do stretching **exercises** for your neck, shoulders, back, arms and legs and **breathe** from your abdomen.
- ❖ Use ergonomic tools if necessary: ergonomic keyboard and mouse, laptop stand while working on a laptop.

Tips for organising your workstation



CHAIR

- **Seat height:** your thighs and lower legs make a 90 degree angle.
- **Seat depth:** you should be able to place your fist between the edge of the seat and the back of your lower leg.
- **Height of the armrest:** with shoulders relaxed, your upper and lower arms should be at a right angle and your entire lower arm should be supported.
- Adjust armrests to be as close to your body as possible (sliding adjustments under the seat).
- **Height of the lumbar support:** your lumbar section should rest against the chair's lumbar support.



DESK HEIGHT

- Adjust when sitting behind your desk. Height of desktop should be the same as the armrests.



MONITOR

- Place the monitor upright to your line of vision at a distance of 50-70 cm
- Place the monitor upright to the window.
- For glare from fluorescent lighting, tip the screen slightly forward.
- Height of screen: top line of print should be at eye level.
- The standard screen colours are dark characters against a light background.



Keyboard: should be as flat as possible (folded up)



Mouse: move it with your entire arm (not just with your wrist)

¹ Source: H. Savelberg & B. Duvivier 2014, *Leefstijl: meer sporten of minder zitten?*

Workload

Heavy workload is different from being busy at work. Being busy can bring you a pleasant feeling of productivity. But mental overload caused by too much workload can lead to physical symptoms and absenteeism. In that case there's stress. Stress can often be prevented if the workload is reduced or eliminated in time.

Make sure that the workload and your workload capacity stay in balance. The ability to deal with stress also depends on your working conditions: the work ethic, the management, contact with your colleagues.

How to handle heavy workload?

- ❖ Inform your supervisor ahead of time if you experience too much workload. **Discuss** how tasks can be arranged differently.
- ❖ Take care of your physical **condition** and make sure you get a good **night's sleep**. If you feel physically well, you can handle more.
- ❖ Start your day with creating a to do-list of tasks you want to finish that day; set priorities. Is your **plan** feasible?
- ❖ Take frequent **breaks** despite busy times (especially then). A chat with colleagues or a walk at lunch time takes your mind off work. Also, remember to **breathe!**
- ❖ Check & like the Facebook page of the (Dutch) campaign '[Check je werkstress](#)'! There you'll find tips and insights on work-related stress.

Emergency Response Operations

On almost every workplace an authorized emergency response officer is present. In case of emergency you should follow his instructions immediately. It may happen that there is no emergency response officer present during an emergency. In that case it is useful to know what to do. Make sure you are informed about the following information on beforehand.

- ❖ First aid and **calamities**
 - Be informed about the location of the first aid kit, alarm card and telephone.
 - Be aware of the escape routes.
- ❖ Undesirable **behaviour**
 - Report harassment from colleagues or visitors/clients to the immediate supervisor. If this behaviour continues without improvement, make sure you report this to InterUM as well. Together we will find a solution.