



NMU  
**WELLNESS COMMITTEE**  
— EDUCATING, ENGAGING & EMPOWERING EMPLOYEES —



## Ergonomics

Ergonomics is the science of designing a workspace to fit the capabilities and limitations of the worker and making the workspace as comfortable as possible. The goal of office ergonomics is to design your workspace or office in a way that fits you and allows you to have a comfortable working environment, allowing for maximum production and efficiency. Ergonomics is important because it can help prevent repetitive strain injuries, as well as other musculoskeletal disorders (Davis, 2019).

### Why are office ergonomics important?

Office ergonomics has multiple benefits, including creating a safer and healthier work environment, increasing productivity and helping to improve quality of work in the office (ErgoPlus, 2020). In addition, these changes can include a morale boost among employees, reduce employee turnover, and allowing for better focus and concentration at work (ErgoPlus, 2020).



**What is Ergonomics?**

**Managing Stress This Semester**



Ways to decompress during this unique school year



**Marquette Happenings**

What's going on in October

# How can I improve my office ergonomics?

## Did you know?

*Over 40% of Workers' Compensation Claims among office workers are due to work-related musculoskeletal disorders? (Davis, 2019)*

## What are some symptoms of work-related musculoskeletal disorders?

According to Davis (2019), these can include:

- Pain in the wrists, fingers, or other parts of the body
- Tingling or numbness, especially in the hands and fingers
- Joint inflammation or stiffness
- Loss of muscle function or muscle weakness
- Discomfort or pain in the shoulders, neck or back
- Muscle tightness, cramping, or discomfort

If you are having any of these symptoms, it could be beneficial to pay the Injury Evaluation and Care Clinic (IECC) a visit. This clinic specializes in musculoskeletal disorders and is covered under NMU employee insurance.

*The NMU IECC is located in suite 226 of the PEIF and can be reached at (906)-227-2174 or at [iecc@nmu.edu](mailto:iecc@nmu.edu).*

## 10 Tips from ErgoPlus

1. Make sure that the weight of your arms is supported
2. Don't crane your neck forward
3. Try not to slouch, and use the lumbar support on your chair if you have it
4. Your computer monitor should be directly in front of you, with the top of the monitor no higher than eye level
5. Make sure your computer monitor is an arm's length away
6. Try to avoid screen glare by ensuring your monitor is not in front of a window
7. Don't put your phone between your ear and shoulder
8. Have your keyboard and mouse close enough where you don't have to reach for them
9. Rest your eyes for a few seconds by looking at objects that are far away
10. Put your feet flat on the floor while sitting



# Ergonomics While Working From Home

Having a comfortable workspace when working from home can be difficult, especially if you aren't used to working from home. Here are a few tips from Boston University to be more comfortable working from home:

- Don't hunch over your laptop. Try using a laptop stand or an external monitor to prop up your screen.
- Work at an appropriate height by working at a space where your elbows naturally fall at your desk or table height to reduce your risk of carpal tunnel syndrome.
- Use an office chair if you can.
- Don't give up on your current chair. Try adding a cushion or folded towel to your chair to make it more comfortable.
- Don't let your feet dangle. Sit so that your feet are flat on the floor.
- Follow the 20/20/20 rule. For every 20 minutes you look at your computer screen, look at something 20 feet away for 20 seconds.
- Don't work from your couch. Even though it may be comfortable, it can lead to muscle numbness.
- Stay hydrated, don't skip lunch, and make sure to get up and walk around.

## UPCOMING EVENTS

### **Saturdays** Downtown Marquette Farmers' Market **9 AM-1 PM**

The Downtown Marquette Farmers' Market is every Saturday until October 31. Masks are required. Check out the vendors for the upcoming week [here](#).

### **October 3 and 10** Live Music at the Bonfire- Rippling River Resort **7-9 PM**

Rippling River Resort hosts a musician to play live every Saturday. These are the last two outdoor concerts for the season.

### **October 24** Marquette Local Food Festival **4-7 PM**

Taste The Local Difference is excited to present the MQT Local Food Fest, a farm-to-table celebration, honoring and connecting all links of the Upper Peninsula's local food system, from farmers to eaters and everyone in-between

The event will feature a silent auction of Farmers Harvest Baskets & other local goods, interactive educational trivia and most importantly the 4th Annual NMU Alumni Culinary Competition, where all guests will help choose the chef who will take home the coveted Traveling Pineapple Trophy! We have seven chefs competing and each is asked to make two appetizers: one vegetarian & one of the chef's choice. There will be a cash bar featuring local beer, wine & spirits.

For more information and to purchase tickets, check out [this link](#).

## Get Active with NMU

Northern Michigan University offers many different ways to get active throughout the academic year. Get to know a few here:

### Fitness Classes

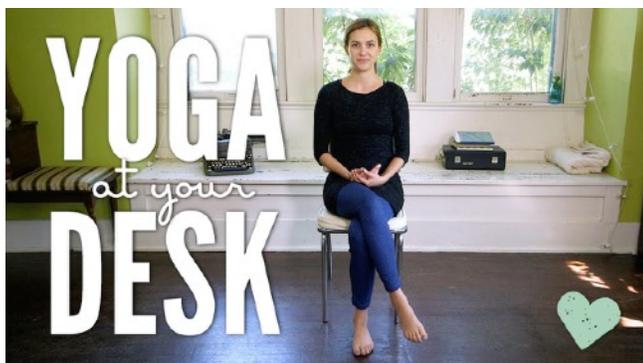
NMU Recreational Sports offers different fitness classes throughout the semester, which are included with your recreation pass. Some classes are even offered virtually! Check out the full list of [classes that are available this semester](#).

### Move UP Program

The Move UP program is offered by the School of Health and Human Performance. This is an outreach program that allows the Marquette and NMU communities the opportunity to engage at a variety of exercises at multiple intensities led by graduate students. This program is available during Fall and Winter semesters, and participants attend one hour sessions three times per week. More information about the MoveUP program can be found here, [on the Health and Human Performance website](#).

## Take a Stretch Break

Check out this quick video for some yoga at your desk!



## October Wellness Challenges

The Employee Wellness Committee and NMU Recreational Sports have partnered to create two wellness challenges for the Fall 2020 Semester. Get out, get moving, and win prizes!

### "Tourist" Bingo

Get active and get outdoors while playing a fun game of bingo. Explore much of what Marquette has to offer while enjoying the life of a tourist! Get as many of the squares filled in on the bingo card as you can. Once you get a bingo or multiple bingos, you will be entered for a chance to win a UP Supply Company gift card! Please fill out [this form](#) if you are interested in participating. The challenge will run from **October 1-31**.

### Wildcat Step Challenge 2.0

Get up and get moving with the Wildcat Step Challenge 2.0. For the second semester in a row, this challenge will encourage you to get out and be more active this fall. The goal of the challenge is to reach 10,000 steps as many days of the week as possible over a 7 week period. Please fill out [this form](#) if you are interested in participating. The challenge will run from **October 5-November 15**.

# What is the Employee Wellness Committee?

*To shape NMU employee's knowledge, attitudes, and behaviors surrounding health and wellness*

The University Wellness Committee is a standing committee charged with creating and fostering an environment designed to promote better employee health through education, health screening, and access to healthy lifestyle choices.

The Employee Wellness Committee meets throughout the year to discuss various health care issues and concerns. The committee consists of representatives from each employee union group, as well as employees with interest in employee health and wellness programming. The Committee offers many different health and wellness programs throughout the year.

Programming opportunities include the Lunch and Learn Program, lunch hour presentations on various health topics, and various challenges throughout the academic year.

*To contact the Employee Wellness Committee, email [wellness@nmu.edu](mailto:wellness@nmu.edu).*

## Find us on Social Media



[Check us out on Facebook](#)



[Find us on Instagram](#)



## REFERENCES

*10 ergonomics dos and don'ts for those now working from home.* (n.d.). Boston University. Retrieved

September 30, 2020, from [http://www.bu.edu/articles/](http://www.bu.edu/articles/2020/10-ergonomics-dos-and-donts-for-those-now-working-from-home/)

[2020/10-ergonomics-dos-and-donts-for-those-now-working-from-home/](http://www.bu.edu/articles/2020/10-ergonomics-dos-and-donts-for-those-now-working-from-home/)

10 office ergonomics tips to help you avoid fatigue. (2016, May 13). *ErgoPlus*. <https://ergo-plus.com/office-ergonomics-10-tips-to-help-you-avoid-fatigue/>

Davis, C. (2019, July 1). Office ergonomics: The complete guide. *ViewSonic Library*. [https://](https://www.viewsonic.com/library/business/office-ergonomics-the-complete-guide/)

[www.viewsonic.com/library/business/office-ergonomics-the-complete-guide/](https://www.viewsonic.com/library/business/office-ergonomics-the-complete-guide/)

*Simple ways to prevent back pain at work.* (n.d.). Mayo Clinic. Retrieved September 21, 2020, from [https://](https://www.mayoclinic.org/healthy-lifestyle/adult-health/in-depth/back-pain/art-20044526)

[www.mayoclinic.org/healthy-lifestyle/adult-health/in-depth/back-pain/art-20044526](https://www.mayoclinic.org/healthy-lifestyle/adult-health/in-depth/back-pain/art-20044526)

<https://www.travelmarquettemichigan.com>

<https://nmu.edu/safe-on-campus/employees>