



# The Risk Connection

VOLUME V, ISSUE III

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Presented by Risk Management & Employee Benefits

- News You Can Use
- Safety Information
- Benefits Information
- Wellness Articles
- Training Schedule

## Make Yourself Comfortable at Work

When tight deadlines are coupled with high-pressure task demands, it can be easy to forget something as simple as setting up our workstations ergonomically. Ergonomics simply refers to principles of fitting a workstation to a worker. If you are an office employee, when was the last time you reviewed your workstation set-up? Never? Has it been a while? Here are a few easy steps you can take to be proactive in your work area. Adjust your chair: your feet should be flat on the floor or on a footrest while your back is firmly against the backrest. The backrest of the chair should be adjusted to match the curve of your back as

closely as possible. The computer monitor should be about an arm's length away and centered. When looking straight ahead, you should see the top of the screen unless you wear bi/trifocals or progressive lenses. In these cases, the screen can be lower, depending on your comfort level. "Micro-breaks" are meant to break up your tasks, as our bodies are not meant to sit and work at a computer for hours in a row. Quick breaks (1 minute or so) that include stretches will keep you fresh and, in the long run, more efficient. These are just a few simple things that all employees can do to make the workstation

more comfortable. We are all different shapes and sizes with different task demands, so our needs are all slightly different. For more information, visit the Risk Management website and follow the checklist in the [Ergonomic Handbook](#). Risk Management offers [Ergonomics Training](#) once a month and departments offer classes, as well. Per Management Directive 1664.4, all office employees are required to take the class at least once every three years.

**Remember, safety is our responsibility!**

### INSIDE THIS ISSUE:

Training	2
Anthem Health Online	2

## Get Fit! Stay Fit!

Another New Year celebration has come and gone, with the yearly ritual of making some type of resolution to get in shape. While we all want to be fit, how do we start and maintain a regimen? Here are a few tips to help you try to avoid some common exercise pitfalls. Do not overdo it starting out! Begin with a reasonable workout that will get you sweating and the heart rate up and increase gradually from there. Stretch and warm up appropriately prior to the workout and, just as importantly, cool down and stretch again after the workout. This will bring your heart rate up gradually as well as bring it down gradually

as you are finishing. Learn to perform your exercises properly so that you are less at risk for "overuse" injuries such as tendonitis or stress fractures. Eat and hydrate appropriately, not just during physical activity, but before and after, as well. Everyone is different, so find what is right for you. If you eat too much before activity, especially fatty foods, you will feel sluggish and if you don't eat anything at all, that will also negatively impact your performance. Eat something rich in protein afterwards and hydrate to aid recovery and to replenish the nutrients that have been lost. Work your entire body by doing



cardiovascular, strength, and flexibility exercises. Choose something you enjoy doing! You will be much more inclined to continue the regimen for the long haul. Long-term health is the goal. Exercise is proven to enhance mood and energy levels. These enhancements can help improve productivity and decrease the chance of workplace injuries. If you have any specific questions about exercises that would be right for you, consult your healthcare provider.

# Personnel Services Department

## Risk Management

County Plaza 16th Floor

559-600-1850 Stop 188

## Employee Benefits

County Plaza 14th Floor

559-600-1810 Stop 188

## Safety Class Schedule

### Workplace Violence

4/7/15 9:00-10:30 AM

### Hazard Communication

3/18/15 9:00-10:30 AM

5/20/15 9:00-10:30 AM

### Office Ergonomics

3/11/15 9:00-11:00 AM

3/19/15 9:00-11:00 AM

4/16/15 9:00-11:00 AM

5/28/15 9:00-11:00 AM

### Back Safety

3/5/15 9:00-10:00 AM

5/6/15 9:00-10:00 AM

### Office Safety

3/25/15 9:00-10:30 AM

5/7/15 9:00-10:30 AM

### CPR and First Aid

3/27/15 8:30-4:00 PM

4/24/15 8:30-4:00 PM

5/22/15 8:30-4:00 PM

Spaces for these classes may be reserved by emailing the Personnel-Training mailbox. All courses are free. See the Training Schedule on Personnel's Risk Management website.



Did you know that you now have live, immediate access to doctors and other health care professionals – all from your phone, iPad or your computer screen?

A doctor is just a few clicks away with LiveHealth Online, a new online service we're offering to County employees that allows you to get online care by connecting you with network doctors over the Internet. It's private, secure and easy to use. You can talk, instant message or two-way video conference with doctors seven days a week. We value your time. That's why we're bringing health professionals to you! **No need to take time off work or take the kids out of school.**

Whenever you need to discuss a health issue, simply go to [LiveHealthOnline.com](http://LiveHealthOnline.com), select your geographic area, answer a few questions and you can see a doctor for:

- **\$20 if you're in the Anthem PPO plan or;**
- **\$49 if you're in enrolled in the other Anthem plans (HMO/HDPPPO) or Kaiser plan**

Once you enroll in LiveHealth Online and set up a personal account, you can see a doctor for the office visit copay listed above and you do not need to meet any plan deductibles first.

### Some of the most common uses include:

- ◆ Cold and flu symptoms such as a cough, fever and headaches
- ◆ Sick children including pink eye
- ◆ Allergies
- ◆ Sinus infections
- ◆ Family health questions
- ◆ Prescribe basic medications when needed