

# SET UP AND GO

*BE SAFE AND ENERGIZED EVERY DAY*

CAMPAIGN TOOLKIT

# WHAT IS SETUP AND GO?

Having an ergonomics program can be integral to preventing workplace injury and can have a positive impact on employee engagement. At a minimum, departments should support ergonomics by encouraging employees to establish and maintain a proper set up and to take active breaks throughout the work day.

Download the [Why Ergonomics?](#) document to share with leaders and support your business case.



## SETUP

Support ergonomic awareness training and ensure a proper ergonomic setup fit's each individual's needs.



## GO

Emphasize the importance of taking active breaks throughout the workday.

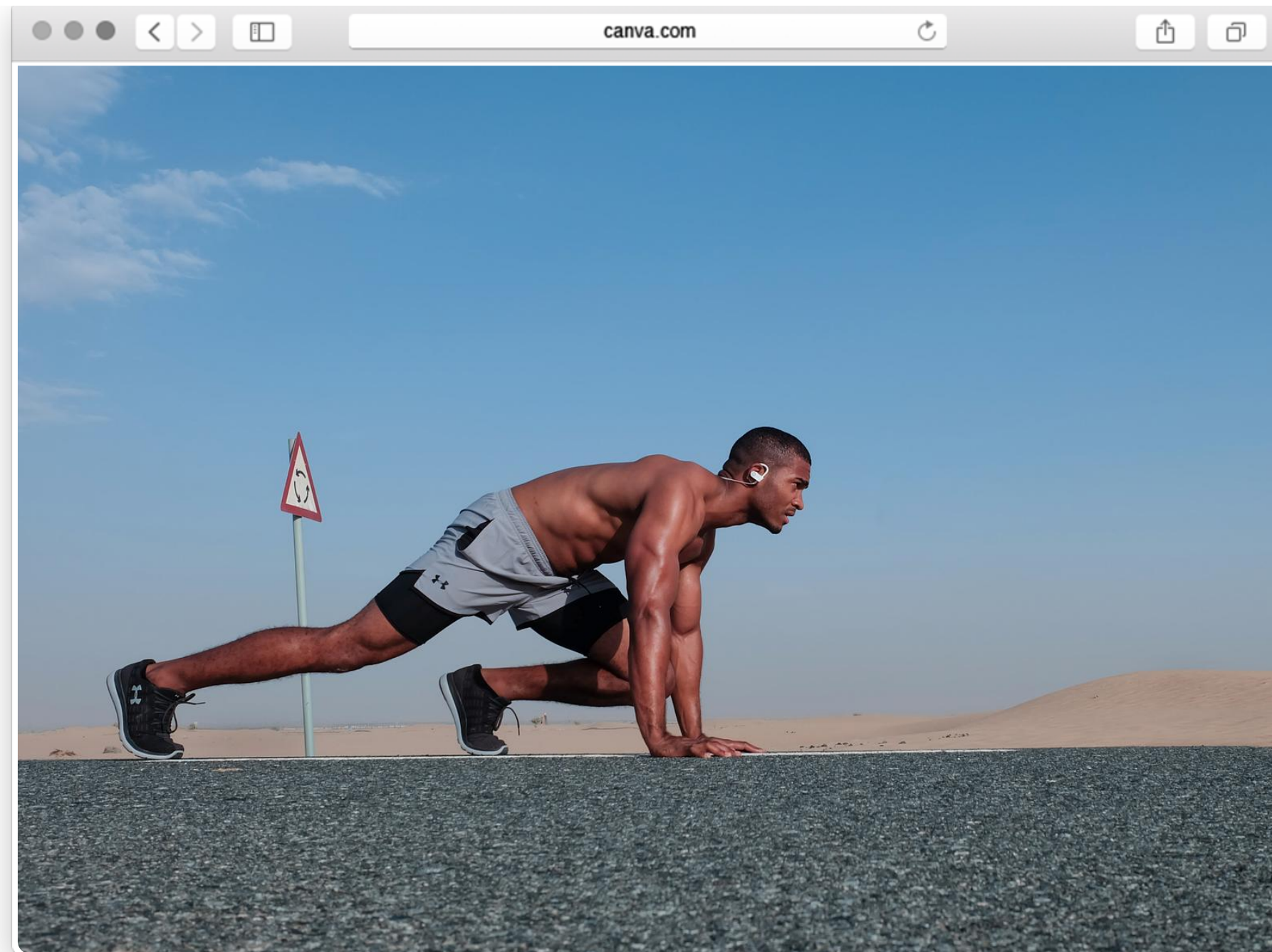
# SETUP AND GO

**Objective 1:** Promote and provide resources to inform and support proper desk setup

**Objective 2:** Remind and encourage active breaks throughout the workday

**Learn More:**

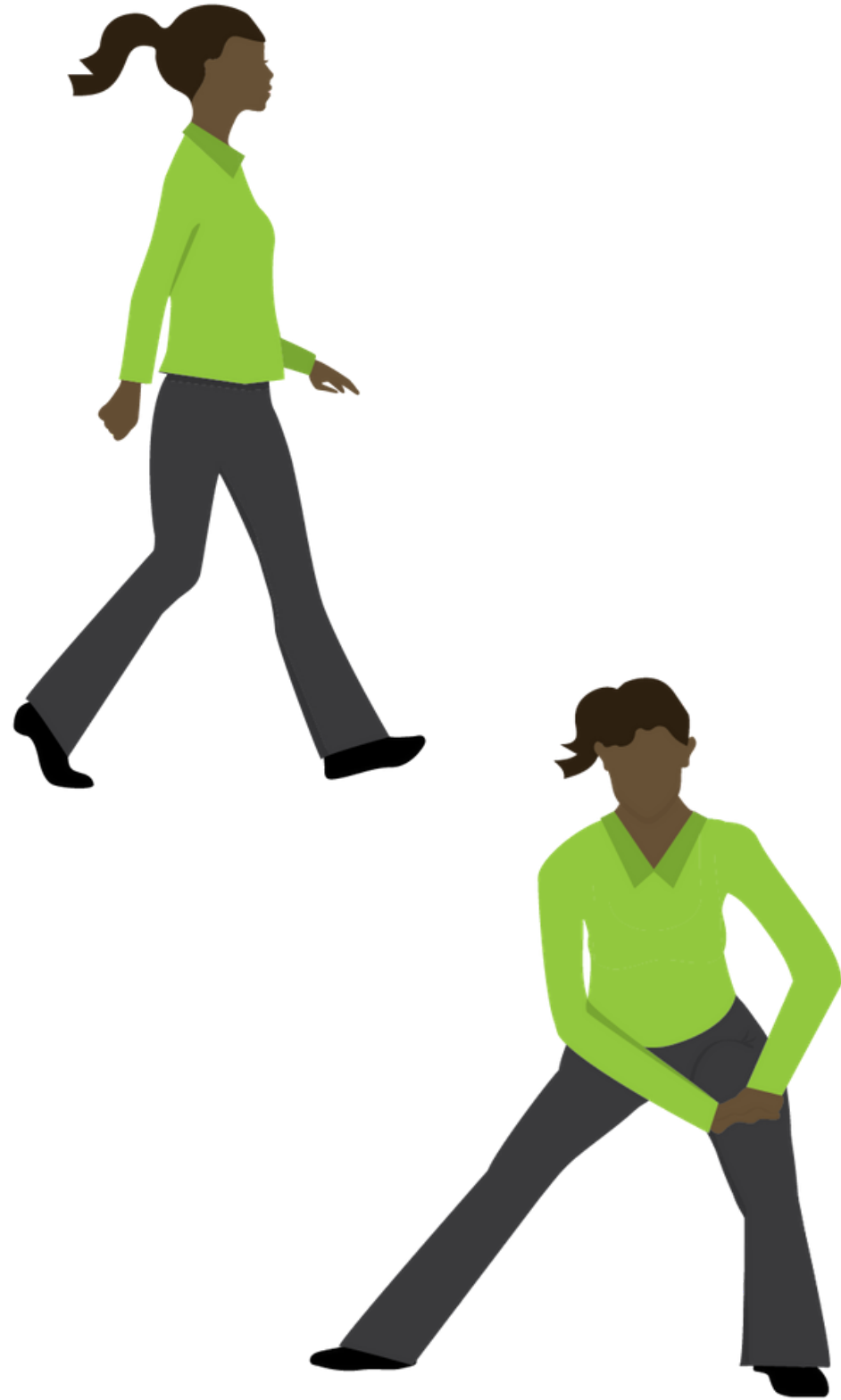
[sfhss.org/setupandgo](https://sfhss.org/setupandgo)



"When jobs are designed to match the capabilities of people, it results in better work being done and a better experience of the person doing it."

-ErgoPlus





# ENGAGE WITH **SETUP** AND GO

**Develop Communication Strategy**

**Implement Ergonomic Awareness Resources**

**Promote Active Breaks**

# LAUNCH SETUP AND GO

Setup and Go is a campaign promoting healthy behaviors that support individual ergonomics for the workplace.

Campaign tools presented in this toolkit offer a series of resources to support implementation of an ergonomic strategy.



## ***Tools within this guide:***

1. Template Communications
2. Print and Media Promotional Tools
3. Virtual and Printable Awareness Resources
4. Active Break Ideas

# DEVELOP COMMUNICATION STRATEGY

## Identify Communications Platforms

What communication platforms can you use to message department-wide?

- Shared folders (Teams, Sharepoint, OneDrive)
- Department wide emails
- Intranet / Staff portal
- Newsletter
- Social media (private group)
- Virtual/In-Person All-Staff Meetings
- well-being bulletin board/resource table
- New employee orientations
- Digital display boards

## Establish Consistent Frequency

In marketing, the rule of 7 explains that an individual needs to see a message at least 7 times before they pay attention and take action.

Create a frequent schedule of communications to establish a consistent message.

Frequency for Messaging:

- **Weekly** reminders for a Setup and Go campaign to initiate momentum for training and active break messaging (4-6 weeks)
- **Monthly** active break reminders
- **Quarterly** self-assessment reminders

# Reinforce Department's Commitment to Employee Well-Being

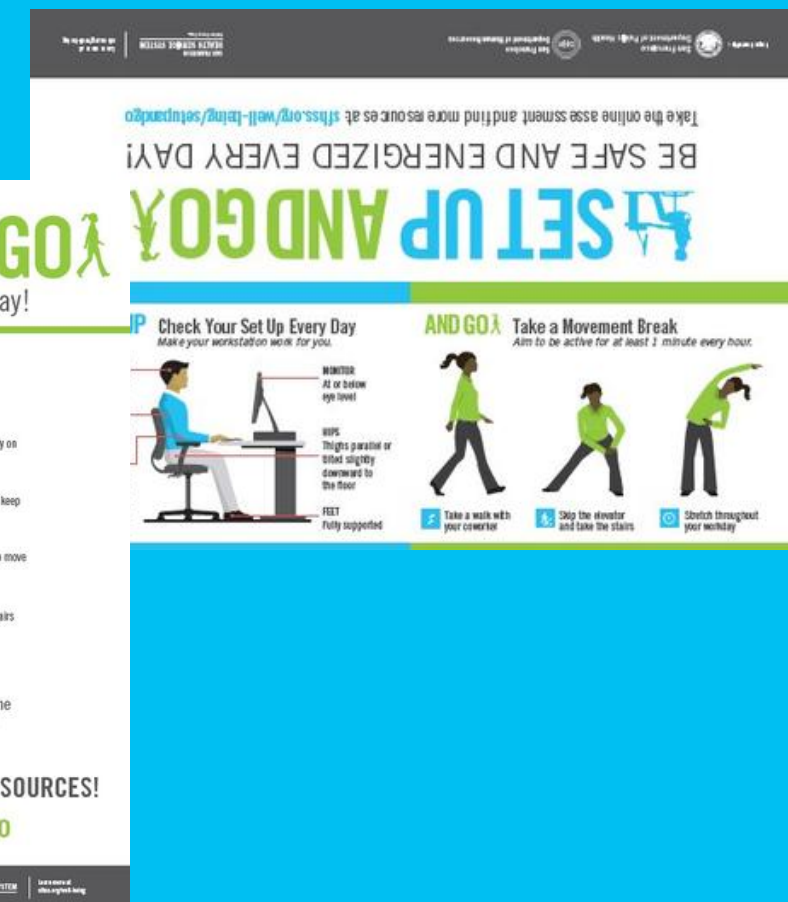
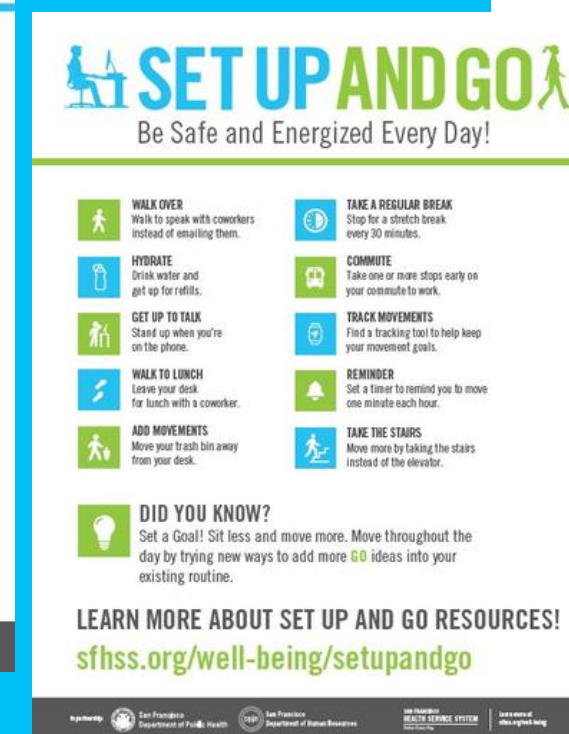
- Engage employees with Director's message to initiate launch of Setup and Go, highlighting the importance of ergonomics at work
- Spotlight **SF Learning: Ergonomics Awareness Training** in department wide newsletter
- Send monthly email reminders from an executive leader who supports or implements policies for your department (ie. HR team or health and safety officer) to promote self assessment tools
- Highlight ergonomics resources in new employee orientation



# Setup and Go Promotional Tools



Send Reminder Emails



Display or Share Visual Reminders  
(11x17 posters, 8x11 flyers, and table tents)

# IMPLEMENT ERGONOMICS AWARENESS RESOURCES

By providing employees with awareness resources, a department can improve an individual's ability to find and fix the ergonomics problems that may exist in their workspace. In turn, the workforce is safer, healthier, and less prone to workplace injury.

Ergonomics awareness is one of the most essential elements of an effective ergonomics strategy to help individuals optimize their setup.

Use the ergonomics awareness resources that works best for your department.



# AVAILABLE ERGONOMIC AWARENESS RESOURCES

## Online Training

Promote completion of the SF Learning **Ergonomics Online Training** (30-minutes). This training offers a webinar-based format to guide participants in understanding how to setup their space for proper ergonomics. *Make this a requirement for employees who sit at their desk for more than 4 hours each day.*

## Self-Assessment Checklist

Reinforce training with Department of Public Health **Self-Assessment Checklist**. This pdf-based tool offers a checklist that can: assess an individual's current setup, support proper body mechanics, and optimize ergonomics.

# IMPORTANCE OF ACTIVE BREAKS

## *Breaks increase productivity*

- National Institute for Occupational Safety and Health (NIOSH) reports strategic rest can reduce musculoskeletal problems without impact to productivity
- Incorporating movement during breaks have even greater benefits



Encourage employees to take a 1-3 minute movement break every 30 to 60-minutes.

Active breaks can include: standing up for a call, moving for a water refill, taking a quick walk around the workspace, or doing a quick stretch. This allows employees to rest and exercise different muscles throughout the day.

# Active Break Ideas

## PLAY YOUR WAY Take a Movement Break

Get up and move more as part of your everyday routine!

Try these exercises anywhere, any time with little equipment needed. Complete a set each day or try one exercise at a time. Do what feels best for you!

Heart Healthy Exercises Lower Body Exercises Upper Body Exercises

### Set 1



### Set 2



### Set 3



### Set 4



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[sfhss.org/well-being](http://sfhss.org/well-being)

## TAKE TIME TO BREATHE

Inhale and count 1, 2, 3, 4 | Exhale and count 1, 2, 3, 4 | Repeat 5 times

### BREATHING EXERCISES

#### 4-COUNT BELLY BREATH

- Sit down somewhere comfortable and close your eyes:
- Roll your shoulders back and open your chest.
  - Bring your ears above your shoulders.
  - Lengthen your neck.
  - Place one hand on your belly and one on your chest.
  - Feel the belly rise on the inhale and fall with the exhale.
  - Inhale and count 1, 2, 3, 4.
  - Exhale and count 1, 2, 3, 4.
  - Repeat at least 5 times.



#### Step 1: Inhale fully

Place your hands on your belly. Breathe in slowly through your nose to fill your lungs. Feel your abdomen expand like a balloon.

#### Step 2: Exhale fully

As you blow out, slowly release the air through your nose. Draw your belly button back toward your spine. Deflate the imaginary balloon.

You can also follow along with the breathe video: <http://sfhss.org/well-being/take-minute-breathe>

#### COUNT YOUR BREATHS

Try counting each exhale. Counting can help in two ways: First, it occupies your mind, so stressful thoughts have less space. Second, you can learn how many deep breaths it takes to make you feel relaxed or calm (you might be surprised at how few it takes!).

#### STAND AND BREATHE DEEPLY

Try your belly breath while standing. Soften your knees. Roll your shoulders back and open your chest. Bring your ears above your shoulders. Lengthen your neck. Begin your 4-Count Belly Breath. Consider starting your stretching practice with a standing breath.

#### REPEAT A PHRASE WHILE YOU BREATHE

- Find a quote or create a phrase for key moments, such as:
- When you need to calm down.
  - When you need to focus.
  - When you need to be reminded of what is important.
  - When you take a minute to breathe, inhale completely through your nose. As you exhale state your quote/phrase.
  - Depending on where you are, you may say your quote out loud or just to yourself.

#### LET GO OF EXPECTATION

- Sit down and close your eyes:
- Inhale – give yourself permission to try something new.
  - Exhale – let go of any expectations for how you will feel.
  - Inhale – listen to your body.
  - Exhale – let go of any judgements.
  - Inhale – ask yourself to open your mind.
  - Exhale – let go of expectations.
  - Repeat.

#### POST A REMINDER

Print the Take a Minute to Breathe handout and post it somewhere to remind you to breathe each day. <http://sfhss.org/resource/rechargebreathe>

IT ONLY TAKES A MINUTE TO FEEL A DRAMATIC DIFFERENCE.

TAKE TIME DURING YOUR DAY TO BREATHE.



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# PLAY YOUR WAY

## Meeting Energizers

Share Movement Break Handout and encourage employees to do 1-2 sets each day or 1 movement each hour.

Distribute RECHARGE Stretch Guide or post it up in shared spaces as a reminder to move each day.

Promote Meeting Energizer Guide to department leaders as a tool to build movement into work meetings.

# ***Work From Home Ergonomics***

## **Work From Home- Healthy Habits Guide**

Working from home can pose unique challenges to proper ergonomics and healthy habits. The Work From Home Guide should be shared with employees to help them establish a proper workspace. Tips found in the guide include creative solutions using existing resources found in common households and offers healthy habit ideas for well-being.

Use our [Work From Home Guide](#)

## **Webinar: Navigating Working From Home**

Presenters will review common challenges with working from home, including ergonomics, and provide creative solutions for participants. Register to learn about tips, tools, and curated resources to help you manage your remote working environment.

Promote the [Work From Home Training](#)

## For Additional Support with Setup and Go Toolkit:

Contact [well-being@sfgov.org](mailto:well-being@sfgov.org)

## For More Information on Ergonomics:

Visit [sfhss.org/setupandgo](https://sfhss.org/setupandgo)

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