

LivSafe is a conscious safety initiative of Liberty General Insurance Limited to help people live safer, secure lives through an education series of proactive and preventative suggestions in the safety arena. This document does not purport to promote any product, directly, or indirectly.

Background:

Over the past 40 years, computers have transformed office workplaces, while also leading to employee reporting of physical discomfort from computer work. Significant research has taken place aimed at understanding and addressing these health and safety concerns. We at Liberty General Insurance value the safety of your health and intend to suggest some precautionary measures to avoid health issues. We sincerely hope, suggestion in this document will help you in decreasing fatigue, discomfort and physical stress while also increasing comfort and productivity.

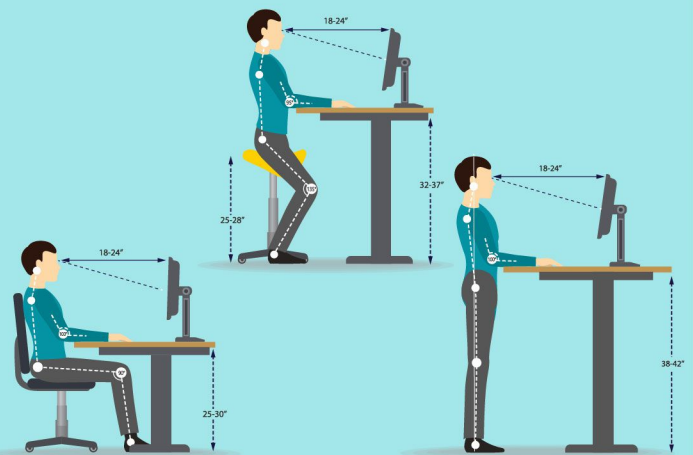


Overview:

Two field studies (flexible workspaces and adjustable chairs) and a laboratory study (Sit/Stand workstations) were performed by Liberty Mutual researchers.

The findings from the field studies have shown workers who received a single office ergonomics interventions such as adjustable chairs, flexible workspaces, or solitary training experienced moderate reductions in work-related musculoskeletal and visual symptoms. However, workers who received the combination of the above had greater reductions in work-related musculoskeletal and visual symptoms and improved performance outcomes. Similar results were seen in the laboratory sit/stand workstation study. These studies provide strong evidence that applying a systems approach to office ergonomics (described as the combination of ergonomic interventions, adjustable furniture, and ongoing comprehensive training with strong management support) can not only help reduce computer-related musculoskeletal and visual symptoms but also have a positive impact on productivity and work quality.

HEIGHT-ADJUSTABLE TABLE POSTURES



Avoid Injury:

PRACTICE MANUAL MATERIAL HANDLING SAFETY

Work only within capabilities so as not to trigger or aggravate low back pain.

Use carts and other equipment to handle heavy materials.

Avoid jerky movements, twisting, and bending at the same time.



Avoid placing objects on the ground if they must be picked up later.

Inspect materials for nails or other projections before handling them.

Leave enough room to be able to turn the feet instead of the hips or



Work in teams to plan routes and move heavy materials.

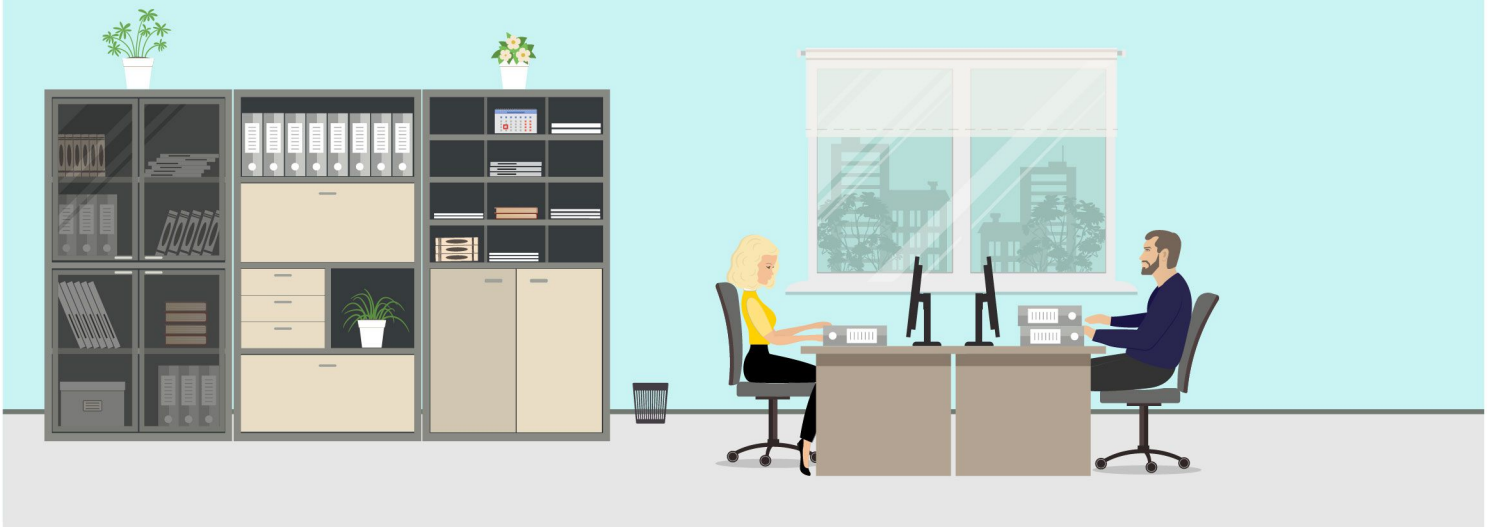
Choose the lifting and carrying position that feels best.

Carry the load as close to the body as possible. Get a good grip.

Avoid Injury:

PREVENT BEING STRUCK BY OR AGAINST OBJECTS

- Keep cabinet doors closed when not using them.
- Organize hallways, offices, and conference rooms to allow for sufficient space between walls, furniture, boxes, and other equipment
- Plan lifts and routes in advance, to avoid striking against equipment.
- Use handles to open doors and drawers, to prevent fingers from getting pinched.
- Open doors carefully to avoid striking other people or objects.
- Secure desks and cabinets.
- Avoid leaving multiple cabinet drawers open simultaneously.
- Perform housekeeping regularly to remove debris and clutter.



Office Ergonomics Tips



- Position the computer monitor/s so that you do not need to twist your neck, tilt or arch your head or back.
- You can rest your eyes periodically for several seconds by looking at objects at a distance to give your eyes a break.
- Make sure that the weight of your arms is supported at all times. If your arms are not supported, the muscles of your neck and shoulders will be crying by the end of the day.
- Reduce the glare and shadowing on the screen. Adjust the window coverings for glare and provide additional task lighting to suit you and your task.
- If you use a laptop for long periods of time, use a separate full-sized keyboard, mouse and monitor.

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