



Five Minute Meeting:

Topic: Home Workplace Ergonomics UPDATE

Date: December 8, 2020

Audience: All employees working from home

The key thing you need to know

As many of us continue to work from home, several changes have been made to the office ergonomics program to address the new norm. Most importantly, please be proactive in ensuring safe home workplace ergonomics. If your home workstation is not optimal, request a virtual evaluation to get help right away—before feeling any discomfort.

Why it matters to you

Your comfort and health are critical, but may be difficult to maintain at home. PG&E’s ergonomics specialists are trained professionals who can help you with your workstation setup, breaks, stretches, exercises and tips to keep you ergonomically safe and healthy.

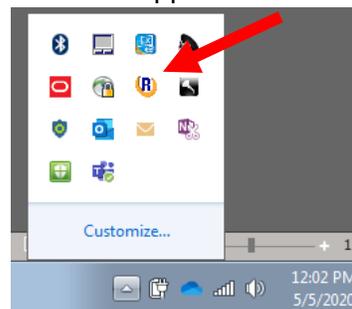
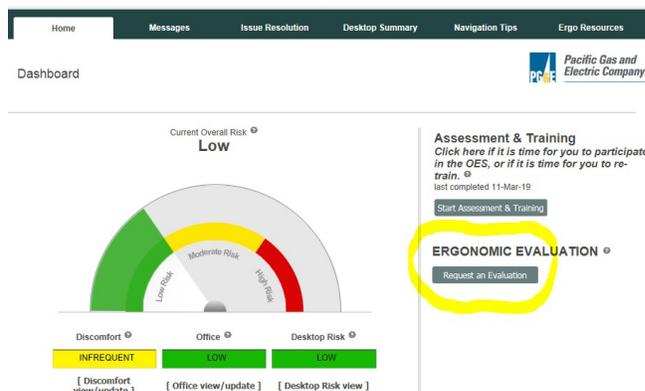
Key discussion points

- It’s more important than ever that every employee takes steps to work safely.
- PG&E’s ergonomics team is here to help. **Please request a virtual ergonomic evaluation** (see steps below).
- Ergonomics professionals will help ensure your equipment, work posture and break schedule are providing you with a safe and ergonomic work situation .
- If you already had an ergonomic evaluation, but your setup has changed or is no longer working for you, request another evaluation by following the steps below.

How to request a virtual evaluation

- Follow these steps to request an ergonomic evaluation through the RSIGuard app:

1. Click on the RSIGuard icon on your desktop, then click “Tools” and select “My Dashboard.”
2. On the righthand side of your dashboard, click the *Request an Evaluation* button and provide the required information. Note that if an evaluation has already been requested, the button will not be clickable, and if the evaluation has been scheduled, the scheduled information will display. If an evaluation is needed and the button is not clickable, an evaluation can be requested by emailing officeergonomics@pge.com.



3. If you are working from your **personal computer**, you can access your dashboard to request an evaluation. Go to <https://login.remedyint.com/pge>, then follow the steps above. Note if you have forgotten your password, you can request a new one directly below the “login” button.
4. You will receive an Outlook calendar invite from the scheduler, and you **must** respond to the invite and provide your contact phone number for the evaluation to be scheduled. Please note that the amount of time from evaluation request to evaluation appointment is dependent on whether or not you are experiencing any discomfort and the number of people who have requested evaluations before you.

What to expect from the ergonomic evaluation

- The evaluation appointment will last approximately 45-60 minutes for discomfort requests, and 15 minutes for proactive requests. During that time, the evaluator will help set you up to work safely and comfortably. If new equipment or furniture is recommended by the evaluator, it will be noted in their report. The report will be emailed to you and posted to your RSIGuard dashboard under the Messages tab— usually within 24 hours after your evaluation.
- If non-IT Store equipment or furniture is recommended during your evaluation, the evaluator will send the recommended product information to the centralized ordering team to complete the purchase. Supervisor approval is no longer required. Recommended IT Store products, such as mice and keyboards, will be reflected on your ergonomic report and should be purchased by you through the [ITStore](#).
- Your evaluator will follow up with you by phone or email to see how everything is working and make any needed adjustments. Discomfort cases will receive a follow-up within a week; proactive cases will receive a follow-up in 2-4 weeks based on recommendations made during the evaluation.

Defining discomfort

- Discomfort is defined as any unpleasant or unusual feeling that lasts for longer than an hour and occurs more frequently than once.
- Symptoms may include soreness, fatigue, stiffness, burning sensation, tingling, aching, numbness, pain or restricted range of motion.

Centralized ordering of equipment and furniture

- **Clerical staff:** A centralized ordering team has been established to complete the procurement of recommended equipment.
 - Immediately following the virtual evaluation, the ergonomics evaluator will send the recommended product information to the centralized ordering team to complete the purchase of equipment.
 - Items such as mice and keyboards should be purchased by the employee through the [ITStore](#).

RSIGuard at home for you and your family

- Employees and their partner or family members can take advantage of a home version of the RSIGuard application to improve their ergonomic safety. Note that only employees may request evaluations.
- To download the app, visit: <https://www.cority.com/home-ergo/> and take advantage of a 45-day trial.

Who do I contact with questions?

Email officeergonomics@pge.com with any questions or ergonomic concerns.