



Your Healthy Workplace

February 2023



Managing romance in the workplace

With love in the air this month, it's a good reminder that romance in the workplace isn't unusual. In the past, many organizations banned office romances to avoid potential problems, such as conflicts of interest and the potential for abuse of power.

Today, however, most businesses understand that banning workplace relationships isn't realistic or feasible.

People will likely continue their relationships anyway, and the company could lose talented team members because of antiquated policies.

Given that people do meet at work and often form committed

relationships, managers and human resources professionals must carefully and tactfully implement policies to manage these situations properly.

The goal isn't to interfere with relationships; it is to establish policies that protect the organization and all its team members.

While most businesses want to be discreet, protecting employees is crucial.

Standard workplace relationship policies include ...

- Mandatory disclosure of the relationship to the HR department.

- A ban on relationships between superiors and subordinates. These can be breeding grounds for claims of sexual harassment or favoritism, divulgence of confidential company information, gossip and other workplace disruptions.



- Signing 'love contract' agreements and acknowledging the company's policies against sexual harassment.

- A ban on public displays of affection within the workplace.

Well-established poli-

cies can mitigate many of the potential negatives of workplace relationships. For employers, managing office romances is about reducing the potential for harm.

The negatives can be managed by employers addressing workplace relationships head-on. Blanket 'no fraternizing' policies don't work. Employers must communicate their conduct and behavioral expectations to employees and take proactive steps to avoid potential liability.

Source: Business News Daily

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Employee work spaces should work for them rather than against them

The biggest problem for office employees isn't sitting itself, but holding a single position for long periods often with a posture that causes strain, such as leaning forward, said the Arthritis Foundation in a news release.

The Arthritis Foundation suggests getting up about every 20 to

30 minutes and walking around.

Meanwhile, the right desk and chair go a long way in setting up a healthy workspace.

The desk

Have each employee ...

- Take a look at the computer monitor. Eyes should be level with the top of the screen. The center should be 15 degrees below the line of sight and about an arm's

length away. Oversize monitors are an exception.

- Use a laptop riser to bring a laptop to eye level.
- Get a separate keyboard if necessary to type at the proper height.
- Sit so the upper back is straight and shoulders are relaxed.
- Support arms with adjustable arm rests. The upper and lower arms should form a 90-degree angle and be positioned so the wrists are straight and fingers are relaxed.
- Have feet firmly touch the floor. Use a footrest if they don't.

The chair

A good chair offers lumbar support. The employee should sit in a natural, neutral posture, with his bottom at the back of the chair and the body leaning back, so the spine hugs the lumbar curve of the chair.

An adjustable chair allows the employee to alter seat height, seat tilt, backrest height and tilt, and armrest positions. The chair should also swivel and roll, and have a five-point base for stability and ease of movement.

Source: HealthDay

News and the Arthritis Foundation



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Cold-related illness and injury prevention program

Workers exposed to the stress of environmental cold — both indoors and outdoors — can lead to thermal discomfort and even severe injuries, illnesses or death.

Employers should implement a cold-related illness and injury prevention program. The program should include preventive measures, such as using engineering controls, establishing work and rest schedules, training workers about the hazards of working in cold environments, and providing appropriate cold-weather gear.

Hypothermia Symptoms and First Aid

Serious health problems can occur when the body is unable to stay warm enough. Early symptoms of hypothermia include shivering, fatigue, loss of coordination, confusion and

disorientation. Late symptoms include no shivering, blue skin, dilated pupils, slowed pulse and breathing and loss of consciousness.

If hypothermia is suspected, medical assistance should be requested immediately. Call 911. Begin first aid:

- ▶ Move the worker to a warm room or vehicle.
- ▶ Remove wet clothing.
- ▶ Cover the body with loose, dry blankets, clothing or towels.
- ▶ Provide warm, non-alcoholic beverages if the worker is conscious.

If the worker has no pulse, CPR should be provided and continued during the warming attempts, until the person responds or medical aid becomes available.

Source: NIOSH

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