



OFFICE WORKSTATION SAFETY TIPS

Be Prepared

- ✓ Set up your workstation using ergonomic principles:
 - **Chair that fits the person:** Thighs parallel to floor, feet flat on floor or on a footrest
 - **Keyboard and mouse:** Adjusted so upper arms are hanging vertical, lower arms are horizontal, wrists straight as possible and not resting on sharp edges
 - **Monitor:** Directly in front, top of screen slightly above eye level
- ✓ Organize workstation to make sure that common tasks are within easy arms' reach
- ✓ Station printer and filing far enough away that you need to get up from your seated position to access them

Work Safe

- ✓ Sit back in chair (head and shoulders relaxed), using backrest for support
- ✓ Type with light strokes
- ✓ Keep tools/materials close to minimize reaching
- ✓ Vary the nature of the work you do frequently
- ✓ Use keyboard shortcuts to reduce mouse use
- ✓ Switch hands when using a mouse
- ✓ Use a headset rather than cradling the phone
- ✓ Take frequent micro-breaks (five minutes every hour) to change posture and stretch
- ✓ Walk to visit a colleague if possible (instead of emailing or phoning every time)

Finish Right

- ✓ Put away unnecessary materials so they don't encroach on your workspace
- ✓ Report any problems with your workstation or work related aches and pains to your supervisor
- ✓ Staying active when not at work can help reduce the risk of musculoskeletal injuries



 **Speak up!**

If you see a hazard, let a supervisor know.
Everyone plays a role in your safety and health.

HOW TO USE SAFETY CHECKS FOR WORKERS

Safety checks provide information for workers on how to work safely with specific hazards. Safety Check information can be used in orientation training, tailgate talks or even in one-one coaching. Use the following tips to help you communicate this information in your workplace:

- Use language that is consistent with the workplace
- Consider the work you do and specific examples of how these hazards can result in injury or illness
- Explain how the safe work practices will help prevent injury and illness
- Wherever possible, use the actual tools, equipment, materials and PPE to demonstrate proper use
- Ask specific questions during your talk to check understanding
- Keep a record of each talk that you deliver (see the form below)
- Post a copy of the Safety Check for workers to reference



OWNERS AND SUPERVISORS

Have you taken reasonable measures to control this hazard using the hierarchy of controls?

- Providing **well-designed workstations and chairs**
- **Policies and procedures** to promote good office ergonomics and manage the time working in one position
- **Inspecting and maintaining** office workstation set up
- **Training** staff on how to recognize, assess and control repetitive strain injuries

Date: _____ Topic: _____

Safety Check Session Leader: _____

Learner Name (Please print)	Signature

© 2017 Workplace Safety & Prevention Services (WSPS)

Workplace Safety & Prevention Services (WSPS) grants permission to approved end users to reproduce this document in whole or in part, provided its intended use is for non-commercial, educational purposes and that full acknowledgement is given to WSPS. Approved end users are firms registered with the Workplace Safety and Insurance Board. WSPS reserves the right to extend this permission to other stakeholders and interested parties by express written permission upon application. WSPS extends no warranty to materials amended or altered by the end user. Under no circumstances is this document, or any portion thereof, to be duplicated for purposes of sale or for external reproduction or distribution.

The information contained in this reference material is distributed as a guide only. It is generally current to the best of our knowledge as at the revision date, having been compiled from sources believed to be reliable and to represent the best current opinion on the subject. No warranty, guarantee, or representation is made by WSPS as to the absolute correctness or sufficiency of any representation contained in this reference material. WSPS assumes no responsibility in connection therewith; nor can it be assumed that all acceptable safety measures are contained in this reference material, or that other or additional measures may not be required in particular or exceptional conditions or circumstances.

For more information contact Workplace Safety & Prevention Services

1 877 494 WSPS (9777)

CONNECT
WITH US



WSPS.CA/SmallBusiness