

# SAFETY TALK

## OFFICE ERGONOMICS



### DID YOU KNOW?

The purpose of ergonomics is to improve health and safety, prevent injuries, and improve productivity.

Office ergonomics can help a person be more comfortable at work. It can reduce stress on the body and reduce injuries caused by prolonged awkward positions and repetitive tasks at an office workstation. Office ergonomics focuses on how the workstation is set up—the placement of the desk, computer monitor, chair, and associated tools, such as a computer keyboard and mouse. It also deals with a person's job surroundings. This includes the work surface, lighting, or noise level.

### YOU NEED TO KNOW:

#### Tips:

- Make sure the **top of the monitor** screen is at eye level
- A **telephone headset** helps to avoid awkward positions while talking and doing other tasks, such as typing.
- A **wrist pad** at the bottom of the keyboard helps keep the wrists in a neutral, almost straight position during brief rests from typing.
- An **adjustable chair** has a height adjustment to allow the feet to rest on the floor or on a footrest. Also the back of the chair adjusts for different positions.
- Sitting with the ears directly above the shoulders, which in turn are over the hips, helps prevent back strain. Placing a lumbar pillow or roll against the small of the back provides extra support.
- Feet are supported on the floor or a **footrest**, to reduce pressure on the lower back.
- Your **keyboard and mouse** should be at a height that allows your elbows to be at about 90 degrees.
- **Armrests** allow you to rest your arms at your sides and relax/drop your shoulders while keyboarding. Your elbows and lower arms rest lightly on armrests.
- Adjust your position throughout the day
- Recline slightly - easing the pressure off your lower back
- Take frequent mini-breaks to stand and stretch
- Perform stretching activities while seated

### QUESTION ?

WHEN WAS YOUR LAST  
OFFICE ERGONOMICS  
ASSESSMENT ?

A reminder to all that COVID precautions are still in place. Please ensure you are following all recommendations as well as other guidelines and policies (ex: [hand hygiene policy](#)).

WEEKLY TOPIC:

OFFICE ERGONOMICS

DATE:

FACILITY:

DEPARTMENT:

SAFETY TALK CONDUCTED BY:

## ADDITIONAL DISCUSSION QUESTIONS

WHY IS AN ERGONOMICS ASSESSMENT IMPORTANT?

DO YOU KNOW WHO TO CONTACT FOR AN ERGONOMICS ASSESSMENT?

ARE THERE STRETCHES THAT HELP YOU THAT YOU CAN SHARE WITH OTHERS?

SAFETY TALK NOTES:

WORKERS PRESENT:

WORKER CONCERNS:



Saskatchewan  
Health Authority

[Safety Talks can be found on the SHA Intranet](#)

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