



# SAFETY TALK

## Ergonomics in the office

Ergonomics is the science of matching the work to the worker. Office ergonomics includes workstation design, job design and the work environment.

### What's the danger?

A poor fit between the worker and the environment causes physical and psychological stress, which can result in physical health problems such as injuries to muscles, joints and nerves.

### Protect yourself

**Tips:**

- Look up and away from the monitor regularly, blinking your eyes, to reduce eye fatigue
- Avoid over-reaching, twisting and bending. Place frequently used work materials in a comfortable arc in front of you
- Fitness and good posture are important to maintaining a healthy spine

- Regular work breaks can help prevent repetitive strain injuries by allowing time to stretch or change body positions

**Adjust your workstation:**

- When sitting, adjust chair height so your knees are level with your hips and use a footrest if your feet are not flat on the floor
- Adjust the lumbar support of the chair to support the curve in your lower back
- Use the chair's backrest for support to prevent muscle discomfort and fatigue
- Forearms should be alongside your body, elbows at 90 degrees when using the keyboard and mouse – support your arms with armrests
- Mouse and keyboard should be on the same level
- The top of the monitor screen should be at eye level directly in front of you – not off to one side

Print and review this talk with your staff, sign off and file for COR™ / SECOR audit purposes.

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Performed by: \_\_\_\_\_

Location: \_\_\_\_\_

**Concerns:**

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\_\_\_\_\_  
\_\_\_\_\_

**Corrective Actions:**

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\_\_\_\_\_  
\_\_\_\_\_

**Employee Name:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Employee Signature:**

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