

Safe Work Practice Job Title or Task: Computer Workstations

Department / Area: General	Approved By: J. President	Date Created: August 24, 2013	Review / Revision date: Reviewed March 23, 2021
--------------------------------------	-------------------------------------	-----------------------------------------	-----------------------------------------------------------

Hazards:	Personal Protective Equipment / Devices required / Other safety considerations	Training / Reference information
-Awkward / sustained postures – prolonged sitting -Repetitive movements – typing, using mouse	-No PPE required	-Injury prevention orientation - <i>The Occupational Health and Safety Regulations, 2020</i>

Note: Common signs and symptoms of a musculoskeletal injury (MSI) can include pain, burning, swelling, stiffness, numbness/tingling, and/or loss of movement or strength in a body part. Report these to your supervisor.

Employers must ensure that workers are trained and follow this Safe Work Practice Steps to complete this task safely:

Sitting for long periods with poor body positions can place more stress on your body. This can affect you from your wrists to your shoulders and low back up to your neck. This stress will often build up over time and can lead to symptoms such as eye strain, back soreness / stiffness, or headaches.

Take steps to avoid this.

- Before working at a workstation, adjust the chair and other equipment
- Try to sit with good posture as much as possible (see picture below)
- Look away from your screen periodically to refocus your eyes. A good practice is the 20-20-20 guideline which is to look away from your computer screen every 20 minutes and look at something 20 feet away for 20 seconds
- Avoid prolonged sitting. Get up at least each half hour and move around for a minute

