

ERGONOMIC GUIDELINES

Ontario Tech University is committed to providing the necessary supports to employees as they endeavor to set-up and maintain their workspace for optimum ergonomic support.

Employees working in a remote workspace are responsible for assessing that workspace for existing or potential problems and for taking corrective steps, in consultation with Health and Safety where if required.

In order to prevent the development of unsafe or unhealthy working conditions or practices, employees are advised to review the following information and complete the checklist.

Ergonomics

Employees are to ensure their workspace is correctly setup to optimize proper ergonomics. Ontario Tech University is able to support the technology requirements for general office space including the following*:

- Laptop
- Monitor
- Keyboard
- Mouse

*these assets will be provided for a single workspace only

The University also expects employees to manage their workday to ensure proper breaks are taken in order to minimize potential for musculoskeletal injury.

- Every 20 minutes take a 20 second break and look 20 feet away to avoid eye fatigue
- Avoid static posture for extended periods of time
- Ensure proper alignment of your arms, wrists, shoulders and back
- Ensure proper positioning of your monitor, keyboard and mouse
- Ensure regular breaks are taken during the workday

Test your knowledge by selecting the picture and find the ergonomic errors: (ergotron.com)



Assessment Tools: (select the following to perform an assessment of your workspace)

1. [Workplace Planner Tool](#)
2. [Workspace Assessment Tool](#)

Select to Learn More About Ergonomics

Top 10 tips: [Computing Comfort](#)

1. Position the top of your monitor screen at eye level. If using bifocals, lower the monitor further and turn screen upward
2. Tilt your monitor back 10° to 20° to keep the same focal length as your eyes scan from the top to bottom of screen. If using bifocals, use a 30° to 40° angle
3. Position your monitor no closer than 20" (50 cm) from your eyes. A good rule of thumb is an arm's length distance. The larger a screen, the more distance you'll want. With bifocals, the distance should be 16" (40 cm), matching the lenses' focal length
4. The top of your keyboard should be level with the height of your elbow
5. Tilt your keyboard back slightly so that your wrists remain flat
6. Use a wrist rest so your hands and wrists remain relaxed
7. Rest your eyes periodically by focusing on an object 20+ feet (6+ m) away
8. Use an easily adjusted chair, display mount and keyboard tray. Change the position of your display and keyboard to accommodate reflexive changes in your posture
9. Stand and stretch your back and arms from time to time
10. Best situation: Stand more! Arrange your workstation so you can stand periodically while computing

Work Shouldn't Hurt – MSD Prevention Guideline for Ontario provides a great deal of information that may also be of interest: [click here](#) to go to the website

Health and Safety Checklist for your office space: (hover over bolded text for additional information)

ITEM	CHECK
Smoke detector is located in proximity of work area and is fully functioning with battery changed every six months (remote workspace)	
Fully functioning carbon monoxide detector is in place – batteries changes every six months (remote workspace)	
Adequate surge protection is utilized with all electronic equipment as appropriate (remote workspace)	
Outlets are not overloaded	
Power bars are used in place of extension cords where possible. If extension cords are use, they are CSA approved and grounded by three prongs	
Electrical cords are in good condition and working properly	
Electrical cords are neatly secured, out of the way, and anchored where possible. They pose no tripping hazard.	
Minimal clutter around all electrical equipment (for ventilation purposes)	
Lighting is working properly and appropriate bulb wattage is used	
Furniture is free from sharp edges and in good condition	
Area is free from slip, trip and fall hazards (no loose tiles, carpet etc.)	
Where stairs connect to workspace – handrails are in place	
Appropriate resources are in place to enable remote connection if required and maintain the security measures provided by our IT and/or specific administrative area	
Ergonomic information has been reviewed and appropriate adjustments have been made.	
Expectations regarding managing the work day in terms of breaks, lunch breaks and avoidance of extended periods of static posture are understood.	

Once you have gone through the above and ensured you have adjusted your workspace as much as reasonably possible, if you are still experiencing any issues then it is recommended you request an ergonomic assessment by submitting the on-line [Ergonomic Assessment Form](#)