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Sample General Safe Work Practice for Office Ergonomics

Potential Health and Safety Hazards

- Physical hazards; indoor air quality and lighting.
- Ergonomic hazards; force, repetitive movements, posture and duration.
- Work practice hazards; following established safe work practices and procedures, and general housekeeping practices.

Safe Work Practices

- ✓ Work in a neutral body posture without excessive bending, reaching, twisting or slouching.
- ✓ Work with your wrists and hands in a neutral position.
- ✓ Position work so it is easy to see and reach.
- ✓ Ensure your computer workstation is properly setup and adjusted. Refer to the guideline Adjusting and Adapting Your Computer Workstation.
- ✓ Change your body position frequently by varying your tasks and taking micro and rest breaks.
- ✓ Avoid sitting for a long period of time. Alternate between sitting, standing and walking.
- ✓ Consider alternating tasks within a job to minimize repetition.
- ✓ Stretch regularly. Stretches should be done slowly and smoothly.
- ✗ Do not hold a single posture too long.
- ✗ Do not lean back in a chair with your feet on a desk.
- ✗ Do not squeeze the mouse or press buttons with excessive force.
- ✗ Do not store items under your desk; allow free movement of your legs.

Please note: This document is for information purposes only as a guide. The safe job procedures (SJP) and safe work practices (SWP) created for your workplace should reflect your organizations processes, equipment and hazards as identified by a hazard analysis. Construction Safety Nova Scotia does not assume responsibility for the use of information in this document. If assistance is needed to complete a SWP and SJP for your organization please contact CSNS member services at constructionsafetyns.ca or 1.800.971.3888.



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