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## Safe Job Procedure for Office Ergonomics

### 1. Chair

- Adjust your chair height so that your elbows are about the same height as the top of the work surface and your thighs are horizontal. If your feet are not resting flat/comfortably on the floor, consider using a footrest.
- Another way to check height is to stand in front of your chair and adjust the height so the highest point of the seat is just below your kneecap.
- Sit so the clearance between the front edge of the seat and the back of your knees just fits a clenched fist.
- Adjust the backrest height so that it supports the hollow of your lower back.
- Tighten the backrest so that it does not give way with body weight.
- Rest your back against the backrest at all times.
- Adjust the height of the armrests so your shoulders are relaxed and your elbows are at 90 degrees. Keep your back in good alignment; slouching puts pressure on it.

### 2. Monitor

- Position the screen away from windows or at a 90 degree angle to the windows.
- Position the monitor directly in front of you.
- Viewing distance should be about one arm's length away from you (within 30 to 60 cm or 12 to 24 in).
- Adjust the monitor height so your neck is in a neutral position when looking at the top row of text on the screen.
- Tilt the monitor down if glare is noted on the screen.
- Adjust the screen brightness and contrast for optimal character definition. Ensure the text on the screen is sharp, easy to read and does not flicker.
- If you wear bifocals, it may help to position the monitor lower or tilt it back slightly.
- Every 30 minutes look away from the screen and focus on a distant object.
- Regularly clean the screen; follow the manufacturer's instructions

### 3. Keyboard and Mouse

- Position the keyboard directly in front of you.
- Position the mouse directly beside the keyboard at the same height.
- Position the keyboard and mouse within a comfortable reach so your arms are close to your body while using them.
- Adjust the mouse speed setting. The mouse is harder to control if you use a fast setting.

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](http://constructionsafetyns.ca) or 1.800.971.3888.



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- Keep your wrist relaxed and straight. Your forearm, wrist and fingers should all be in a straight line. Elbows should be at 90 degrees.
- Hold the mouse loosely with your palm and all fingers.
- Move the mouse with your whole arm initiating movement from your shoulder. Apply a light touch while clicking.
- Use the keyboard and mouse wrist supports for micro-breaks.

#### **4. Desk**

- Desk height should be about the same height as your elbows when your arms are hanging straight down when seated.
- Work surface should be large enough to hold work materials.
- Place frequently used items close to you to avoid over-reaching and twisting.

#### **5. Document holder**

- Position the document holder at the same height and distance as the monitor.
- Position the document holder on the same side as your dominant eye.

#### **6. Telephone**

- Place the telephone close to you within easy reach on your non-dominant hand side.
- Avoid cross midline reaching for the telephone.
- Hold the telephone receiver with one hand. Do not cradle it between your ear and shoulder.

#### **7. Environment**

- Lighting should be evenly distributed and should not create a glare or shadows.
- Adjust window blinds or drapes to control light levels and glare.
- Use adjustable task lighting to increase light levels when needed.
- Replace flickering fluorescent tubes and maintain fixtures.

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