



# Saskatchewan Health Authority

## Policy

Saskatoon & Area - Occupational Health & Safety

**Number:** 52-001

**Title:** Ergonomic Hazard: Computer Workstations

**Saskatchewan Employment Act:**

**OHS Regulation:** 6-6, 6-18 to 6-20, 8-1, 8-2

**Date:** January 1, 2017

**Date Revised/Reaffirmed:** November 9, 2021

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### Purpose

- To eliminate musculoskeletal injuries and visual strain from computer use

### Roles and Responsibilities

Employer must ensure:

- Managers, supervisors and workers receive training in correct computer workstation set up as appropriate
- Work activities that may cause or aggravate musculoskeletal injuries are regularly reviewed
- Any worker that has symptoms of a musculoskeletal injury or visual strain is advised to consult a physician, optometrist or registered health care professional
- The tasks of any injured worker and of other workers doing similar tasks are reviewed to identify the cause of the symptoms and to take corrective actions to prevent further injuries including alternative equipment or job changes
- All required equipment, including appropriate chairs, are provided to workers. SHA has a list of standard chairs and keyboard trays on contract. For chair fittings, contact your OHS Consultant/Nurse.

Manager/Supervisor must ensure:

- They and their workers receive training in and understand correct computer workstation setup. Complete the [Computer Workstation E-Learning](#)
- The computer workstation is set up correctly for each worker. If assistance is required, contact your OHS Consultant/Nurse.
- Workers are informed of the risk of injury and the signs and common symptoms of computer-related injury
- Safe work practices are written and followed
- Workers are trained in correct work methods such as appropriate breaks, pace of work, use of equipment and stretching exercises appropriate for computer operators
- Workers who experience symptoms related to their computer workstation, report to the Safety Alert System/Incident Report Line and manager/supervisor shall request a workstation assessment from your OHS Consultant/Nurse
- Workstation equipment, including the chair, is in good condition. Contact Material Management for warranty concerns and maintenance for equipment not under warranty.

- Your OHS Consultant/Nurse can be contacted if required, for assistance when a healthcare practitioner has prescribed a sit-stand workstation for a worker

Worker must ensure:

- They receive training in and understand correct computer workstation setup through the [Computer Workstation E-Learning](#)
- They are trained in and follow the safe work practices
- They report to their supervisor and the Safety Alert System/Incident Report Line for any symptoms or near misses related to their computer workstation
- They report to their supervisors if they have any questions or concerns regarding their equipment or the setup

#### **Orientation & Training**

- [Computer Workstation E-Learning](#)

#### **Non-Compliance/Breach:**

Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and /or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

Review Dates:

January 1, 2017

July 4, 2018

November 9, 2021