



Saskatchewan Health Authority

Procedure

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

Any PRINTED version of this document is only accurate up to the date of printing. Saskatchewan Health Authority (SHA), Occupational Health & Safety Services (OHS) cannot guarantee the currency or accuracy of any printed policy. Always refer to the Occupational Health & Safety internal website for the most current versions of documents in effect. This policy complies with legislation (minimum standards) at the time of this writing and/or revision. SHA OHS accepts no responsibility for use of this material by any person or organization not associated with SHA. No part of this document may be reproduced in any form for publication without permission of SHA OHS Services.

Purpose

The purpose of this procedure is to establish the processes to follow to ensure safe work practices at computer workstations

Procedure

Manager/Supervisor:

- Instruct workers to complete [Computer Workstation E-Learning](#) followed by the [Computer Workstation Ergonomic Evaluation](#). Review results with worker to see if improvement is needed and confirm that worker is knowledgeable in the Computer Workstation E-Learning they completed.
- Inform workers who work at computers of the signs and common symptoms of musculoskeletal injury (MSI) and that they may be at risk of developing MSI's. See [Musculoskeletal Information](#). This information should also be documented in the Job Safety Analysis for that occupation.
- Contact your OHS Consultant/Nurse for assistance when:
 - Worker is experiencing musculoskeletal symptoms or computer related visual discomfort
 - Assistance is required when setting up the workstation, for specific equipment needs or chair fittings
- Purchase equipment as required. See Supply Chain website for [Ergonomic Office Equipment](#) which lists keyboard trays and chairs. Other equipment such as document holders, footrests, keyboards and mice are available from Grand & Toy. The manager is responsible for the use and maintenance of equipment. Please become familiar with the equipment and keep the 'use and care' documentation to refer to at a later time if required.
- Sit-Stand Stations: If Healthcare Provider (HCP) has prescribed a sit-stand workstation, contact Employee Wellness and Accommodations department to formalize the accommodation. For recommendations on types of sit-stand workstations, contact your OHS Consultant/Nurse.
- Follow recommendations of your OHS Consultant/Nurse or develop an alternate plan to ensure the health, safety and wellness of the worker

Worker:

- Complete [Computer Workstation E-Learning](#)
- Complete [Computer Workstation Ergonomic Evaluation](#). If improvement is needed, review results with manager/supervisor.
- If you experience computer related musculoskeletal symptoms or visual discomfort, inform your manager/supervisor and call the Safety Alert System/Incident Report Line
- See a healthcare provider (HCP) regarding the symptoms and inform them this is work-related. Take the SHA Employee Incident Reporting Package with you and provide to HCP. Inform manager/supervisor and the Safety Alert System/Incident Report Line if the HCP recommends restrictions, time away from work or special equipment such as a sit-stand workstation, adaptive keyboard or mouse
- Provide feedback to manager/supervisor on change in symptoms and suitability of equipment

- If a sit-stand workstation is prescribed, follow your HCP's instructions regarding use of the workstation, e.g. length of time standing or sitting

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.

Resources

- [Computer Stretches](#)
- [Computer Workstation Self Evaluation Form](#)
- [Computer Workstation Tip Sheet](#)
- [Labour Relations and Workplace Safety: Musculoskeletal Injuries Prevention Guide](#)
- [Musculoskeletal Information](#)

Review Dates:

January 1, 2017

March 17, 2017

February 14, 2018

July 5, 2018

November 9, 2021

COMPUTER WORKSTATION ERGONOMIC EVALUATION (see over for guide)

If you have an injury related to your workstation (soreness, stiffness, tingling, numbness, eye strain, etc.)
please inform your manager/supervisor and call the Safety Alert System or Incident Report Line to report your injury.

Employee Name		Site and Department	Job Title																																																																																	
Phone		Location of Evaluation - Room #	Evaluated by (if not a self-evaluation)																																																																																	
Supervisor		Supervisor Phone	Evaluation Date																																																																																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Chair</th> <th style="text-align: center;">Acceptable</th> <th style="text-align: center;">Needs Improvement</th> </tr> </thead> <tbody> <tr><td>Seat height</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>Seat back</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>Seat depth</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>Seat pan tilt</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>Armrest position</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Keyboard and Mouse</th> <th style="text-align: center;">Acceptable</th> <th style="text-align: center;">Needs Improvement</th> </tr> </thead> <tbody> <tr><td>Keyboard height</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>Keyboard-to-user distance</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>Keyboard slope</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>Mouse height</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>Mouse-to-user distance</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Monitor</th> <th style="text-align: center;">Acceptable</th> <th style="text-align: center;">Needs Improvement</th> </tr> </thead> <tbody> <tr><td>Monitor height</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>Monitor-to-user distance</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>Monitor alignment w/ user</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>Visual comfort of screen</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Environment</th> <th style="text-align: center;">Acceptable</th> <th style="text-align: center;">Needs Improvement</th> </tr> </thead> <tbody> <tr><td>Leg clearance at workstation</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>Placement of frequently used items</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>General / task lighting</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Work Practices</th> <th style="text-align: center;">Acceptable</th> <th style="text-align: center;">Needs Improvement</th> </tr> </thead> <tbody> <tr><td>Frequency of micro breaks</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>Keyboarding posture</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>Sitting posture</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>Phoning posture</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>Alternate tasks</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> </tbody> </table>			Chair	Acceptable	Needs Improvement	Seat height	<input type="checkbox"/>	<input type="checkbox"/>	Seat back	<input type="checkbox"/>	<input type="checkbox"/>	Seat depth	<input type="checkbox"/>	<input type="checkbox"/>	Seat pan tilt	<input type="checkbox"/>	<input type="checkbox"/>	Armrest position	<input type="checkbox"/>	<input type="checkbox"/>	Keyboard and Mouse	Acceptable	Needs Improvement	Keyboard height	<input type="checkbox"/>	<input type="checkbox"/>	Keyboard-to-user distance	<input type="checkbox"/>	<input type="checkbox"/>	Keyboard slope	<input type="checkbox"/>	<input type="checkbox"/>	Mouse height	<input type="checkbox"/>	<input type="checkbox"/>	Mouse-to-user distance	<input type="checkbox"/>	<input type="checkbox"/>	Monitor	Acceptable	Needs Improvement	Monitor height	<input type="checkbox"/>	<input type="checkbox"/>	Monitor-to-user distance	<input type="checkbox"/>	<input type="checkbox"/>	Monitor alignment w/ user	<input type="checkbox"/>	<input type="checkbox"/>	Visual comfort of screen	<input type="checkbox"/>	<input type="checkbox"/>	Environment	Acceptable	Needs Improvement	Leg clearance at workstation	<input type="checkbox"/>	<input type="checkbox"/>	Placement of frequently used items	<input type="checkbox"/>	<input type="checkbox"/>	General / task lighting	<input type="checkbox"/>	<input type="checkbox"/>	Work Practices	Acceptable	Needs Improvement	Frequency of micro breaks	<input type="checkbox"/>	<input type="checkbox"/>	Keyboarding posture	<input type="checkbox"/>	<input type="checkbox"/>	Sitting posture	<input type="checkbox"/>	<input type="checkbox"/>	Phoning posture	<input type="checkbox"/>	<input type="checkbox"/>	Alternate tasks	<input type="checkbox"/>	<input type="checkbox"/>	Evaluation Comments / Recommendations:
Chair	Acceptable	Needs Improvement																																																																																		
Seat height	<input type="checkbox"/>	<input type="checkbox"/>																																																																																		
Seat back	<input type="checkbox"/>	<input type="checkbox"/>																																																																																		
Seat depth	<input type="checkbox"/>	<input type="checkbox"/>																																																																																		
Seat pan tilt	<input type="checkbox"/>	<input type="checkbox"/>																																																																																		
Armrest position	<input type="checkbox"/>	<input type="checkbox"/>																																																																																		
Keyboard and Mouse	Acceptable	Needs Improvement																																																																																		
Keyboard height	<input type="checkbox"/>	<input type="checkbox"/>																																																																																		
Keyboard-to-user distance	<input type="checkbox"/>	<input type="checkbox"/>																																																																																		
Keyboard slope	<input type="checkbox"/>	<input type="checkbox"/>																																																																																		
Mouse height	<input type="checkbox"/>	<input type="checkbox"/>																																																																																		
Mouse-to-user distance	<input type="checkbox"/>	<input type="checkbox"/>																																																																																		
Monitor	Acceptable	Needs Improvement																																																																																		
Monitor height	<input type="checkbox"/>	<input type="checkbox"/>																																																																																		
Monitor-to-user distance	<input type="checkbox"/>	<input type="checkbox"/>																																																																																		
Monitor alignment w/ user	<input type="checkbox"/>	<input type="checkbox"/>																																																																																		
Visual comfort of screen	<input type="checkbox"/>	<input type="checkbox"/>																																																																																		
Environment	Acceptable	Needs Improvement																																																																																		
Leg clearance at workstation	<input type="checkbox"/>	<input type="checkbox"/>																																																																																		
Placement of frequently used items	<input type="checkbox"/>	<input type="checkbox"/>																																																																																		
General / task lighting	<input type="checkbox"/>	<input type="checkbox"/>																																																																																		
Work Practices	Acceptable	Needs Improvement																																																																																		
Frequency of micro breaks	<input type="checkbox"/>	<input type="checkbox"/>																																																																																		
Keyboarding posture	<input type="checkbox"/>	<input type="checkbox"/>																																																																																		
Sitting posture	<input type="checkbox"/>	<input type="checkbox"/>																																																																																		
Phoning posture	<input type="checkbox"/>	<input type="checkbox"/>																																																																																		
Alternate tasks	<input type="checkbox"/>	<input type="checkbox"/>																																																																																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Items that may be required:</th> </tr> </thead> <tbody> <tr><td><input type="checkbox"/> Adjustable ergonomic chair</td></tr> <tr><td><input type="checkbox"/> Adjustable keyboard/mouse tray</td></tr> <tr><td><input type="checkbox"/> Lumbar support cushion</td></tr> <tr><td><input type="checkbox"/> Monitor riser or arm</td></tr> <tr><td><input type="checkbox"/> Foot rest</td></tr> <tr><td><input type="checkbox"/> Palm rest for keyboard</td></tr> <tr><td><input type="checkbox"/> Palm rest for mouse</td></tr> <tr><td><input type="checkbox"/> Anti-glare screen, or screen hood</td></tr> <tr><td><input type="checkbox"/> Document holder</td></tr> <tr><td><input type="checkbox"/> Slantboard for reading</td></tr> <tr><td><input type="checkbox"/> Telephone headset</td></tr> <tr><td><input type="checkbox"/> Laptop riser</td></tr> <tr><td><input type="checkbox"/> Other</td></tr> </tbody> </table>			Items that may be required:	<input type="checkbox"/> Adjustable ergonomic chair	<input type="checkbox"/> Adjustable keyboard/mouse tray	<input type="checkbox"/> Lumbar support cushion	<input type="checkbox"/> Monitor riser or arm	<input type="checkbox"/> Foot rest	<input type="checkbox"/> Palm rest for keyboard	<input type="checkbox"/> Palm rest for mouse	<input type="checkbox"/> Anti-glare screen, or screen hood	<input type="checkbox"/> Document holder	<input type="checkbox"/> Slantboard for reading	<input type="checkbox"/> Telephone headset	<input type="checkbox"/> Laptop riser	<input type="checkbox"/> Other	<p>Proper Workstation Setup</p>																																																																			
Items that may be required:																																																																																				
<input type="checkbox"/> Adjustable ergonomic chair																																																																																				
<input type="checkbox"/> Adjustable keyboard/mouse tray																																																																																				
<input type="checkbox"/> Lumbar support cushion																																																																																				
<input type="checkbox"/> Monitor riser or arm																																																																																				
<input type="checkbox"/> Foot rest																																																																																				
<input type="checkbox"/> Palm rest for keyboard																																																																																				
<input type="checkbox"/> Palm rest for mouse																																																																																				
<input type="checkbox"/> Anti-glare screen, or screen hood																																																																																				
<input type="checkbox"/> Document holder																																																																																				
<input type="checkbox"/> Slantboard for reading																																																																																				
<input type="checkbox"/> Telephone headset																																																																																				
<input type="checkbox"/> Laptop riser																																																																																				
<input type="checkbox"/> Other																																																																																				

Employee Signature: _____

Evaluator Signature: _____
(if not a self-evaluation)

ERGONOMIC EVALUATION GUIDELINES

1. Chair	
Seat height	Adjust seat height so feet are flat on the floor or footrest and thighs are horizontal to floor.
Seat back	Adjust seat back so it supports the lumbar curve of the spine.
Seat pan depth	Adjust seat pan depth so seat cushion is about 2 – 4 inches from the backs of knees.
Seat pan tilt	Adjust seat pan tilt so seat is flat or so trunk and thighs are at right angles or greater.
Armrest position	Adjust armrests so they support the neck and arms.
2. Keyboard and Mouse	
Keyboard height	Adjust keyboard height so arms and forearms are at right angles or slightly greater and forearms and hands form straight lines.
Keyboard-to-user distance	Keyboard-to-user distance should allow user to relax shoulders with elbows hanging close to body.
Keyboard slope	Position keyboard flat or slightly negatively sloped.
Mouse height	Mouse should be at the same height as the keyboard.
Mouse-to-user distance	Mouse should be directly beside the keyboard.
3. Monitor	
Monitor height	Adjust monitor height so top of screen is at or slightly lower than eye level.
Screen-to-user distance	Viewing distance is approximately arm's length away.
Monitor alignment with user	Monitor and keyboard should be placed directly in front of user.
Visual comfort of screen	Monitor should be positioned to avoid glare (perpendicular to window/ strong light source)
4. Work Environment and Work Surface	
Leg clearance at workstation	Width = 2" + hip width, Height = Highest point of thighs or higher, Depth = Allows proper sitting position while giving foot/knee clearance
Placement of frequently used items	Keep frequently used items (i.e. phone) close at hand
General task lighting	Ensure lighting is not direct or overly bright.
5. Work Practices	
Frequency of micro breaks	Get out of chair at least once per hour, microbreak every 20 min of keyboarding
Keyboarding posture	Keep wrists straight, avoid supporting wrists on any surface while typing
Sitting posture	Upright or slightly reclined posture, maintain hollow in lower back.
Phoning posture	Avoid tilting head or raising shoulder to cradle the phone. Hold receiver in hand or use headset.
Alternate tasks	Break up long periods of continuous computer use by performing other tasks.