

Office Ergonomics Operating Procedure

The City of Mount Pearl is committed to protect and promote the health and safety of its employees and to ensure that employees have properly adjusted work stations to allow for a natural and comfortable posture. The Ergonomic Assessment Policy and this Office Ergonomics Operating Procedure is aimed at providing guidelines for adjusting workstation to employees who work in an office environment and spend considerable amounts of time at a computer.

1.0 Responsibilities

Directors and Supervisors:

- Monitor employees to ensure that they continually adjust and adapt their own computer workstation so that they have a comfortable posture and keep everything within reach.

Occupational Health and Safety Committee:

- Responds to ergonomic concerns and issues presented by employees.

Employees:


- Report any ergonomic issues as soon as they may arise.

2.0 Guidelines

1. The thighs should be parallel to the floor. Adjust the height and angle of the chair seat.
2. The feet should lay flat on the floor or on a footrest. Adjust the height of the chair seat. There should be a 90-degree angle at the knee with the feet-resting flat on the floor. If necessary, footrests can be used.
3. The back of the knees should be clear of the front edge of the seat. The depth of the seat should be adjusted so that you can easily place your fist behind your knee.
4. The lower and mid back should be well supported. Adjust the height, tension and angle of the backrest; to ensure the lumbar support is positioned at your waist.
5. Forearms should be supported and your shoulders relaxed at all times. The height of and distance between your armrests should allow freedom of movement for your forearms when performing tasks, yet provide support for them during rest periods or when using your mouse.

6. Avoid hunching your shoulders and ensure that your elbows/upper arms remain close to your torso.
7. Elbows should be the same height as your keyboard. Adjust the height of keyboard tray or work surface so the keyboard is at the height of your elbows.
8. The wrists should be straight at all times and the hands in line with the forearms. Adjust the angle and heights of the keyboard tray or work surface area to ensure straight wrists. If you cannot adjust your keyboard, adjust your seat to ensure straight wrists. You will need to use a footrest if you have raised the seat and your feet are not flat and well supported on the floor.
9. The monitor should be at a comfortable reading distance and height. The viewing distance should be within 16" and 29", about one arms length. The monitor should allow the neck to be maintained in a neutral position.
10. Everything should be kept within reach. Place the mouse next to the keyboard and at the same height. Your mouse should be the proper size to fit your hand and be positioned directly beside your keyboard. If you have a keyboard tray that is not wide enough to accommodate the mouse, considerable the use of adjustable shelves that may be attached to the work surface or those that may extend the keyboard tray. Ensure your arms are close to your body while using the mouse.
11. Documents should be on a document holder that is placed either between the keyboard and the screen or next to and at approximately the same height as the monitor screen.
12. A task light improves lighting on the document you are reading. To avoid glare and increase monitor screen visibility, you can:
 - a) Reduce, eliminate or diffuse any overhead lighting that is reflected on your screen;
 - b) Position your monitor so that your line of vision is parallel to the window;
 - c) Ensure that the monitor screen has a light background color and dark characters;
 - d) An antiglare screen should be avoided unless other measures are not applicable.

3.0 Approvals



Steve Kent, Chief Administrative Officer

August 30, 2018

Date