Author:	P. Roberts	Revision #:	2
Approved by:	Bobby Lewis	Date Issued:	August 2018

SAFE OPERATING PROCEDURES

Office Ergonomics   SOP 10-3

Hazard Review

Awkward Posture Stressors	Repetitive Motion	Excessive Force
Extended Reaching Stressors	Contact Stress	Eye Strain

1. Office Ergonomics is all about setting-up your office work space to fit you so you can work in a comfortable neutral posture. Reference workspace guide photo below.
2. Adjust your chair for an upright posture with feet flat on floor or on footrest if working surface height requires adjusting chair where feet are not flat on floor. Front of seat should not be pressing against back of legs which can restrict circulation to feet.
3. Since office chairs will vary, learn how to use chair adjustments to provide you with adequate lower back support. Adjust chair armrests so your arms gently rest on them with your shoulders relaxed.
4. Chair armrests should not be used to support your arms while using keyboard or mouse since this restricts circulation in arms and puts strain on shoulders.
5. It is recommended that you get up out of your chair once an hour even if just to stretch to allow good circulation in your legs and reduce any back fatigue.
6. Forearms, writs, and hands should be in straight line when using the keyboard and mouse for neutral posture. If keyboard tray is being used, adjust it to the proper height to provide neutral posture.
7. Gel wrist rests should be used to avoid contact stress on hard work surface when using keyboard and mouse and provide a more neutral posture.
8. Avoid using excessive force typing on keyboard or gripping mouse.
9. Position your monitor at least and arm's length directly in front of you to keep head in a straight neutral posture to reduce eye strain.
10. Monitor height should allow line of sight to be eye level with top row of icons on screen or slightly below. For bifocal users, monitor viewing height may need to be adjusted lower.
11. Repetitive motion should not be a problem if you intermittently change tasks or take short micro-breaks to pause for a few seconds.
12. Avoid excessive brightness or glare from overhead lighting which may result in eye strain.
13. If you cannot set-up your workspace to fit you, you may need an ergonomic assessment. Have your supervisor request an ergonomic assessment from your safety support staff.

Workspace Set Up Guide