



Safe Work Procedure Computer Workstation

Department and Program: Physical Plant Maintenance
Date First Approved: October 2018
Date Reviewed: February 2023 Version 2.0 SWP-PP-GEN-005

This Safe Work Procedure must be reviewed any time the task, equipment, or materials change and at a minimum every three years.

DO NOT perform this procedure until you have been appropriately trained and authorized to do so.

Potential Hazards

- Eye strain/visual fatigue
- Headaches
- Carpal tunnel syndrome or other repetitive strains, sprains
- Stiffness, pain in lower back, neck and shoulders
- Tendonitis

Safe Work Procedure

1. Take breaks from the seated position, time spent seated should be no more than one hour
2. Adjust angle of chair pan and backrest tilt throughout the day
3. Use lumbar support anytime you are exposed to the seated position
4. Adjust armrests
5. Take mini-breaks (2-5 minute sessions of stretching) to prevent gradual buildup of muscular strains
6. Position mouse at same height as keyboard
7. Position keyboard at a height that allows elbows to remain at a 90-degree angle or slightly lower
8. Adjust monitor to promote neutral neck posture, with the top of the screen at eye level or slightly lower.
9. Position monitor at arm's length when seated in front of the keyboard maintaining proper posture.
10. Use foot rest when chair height does not allow feet to be supported comfortably on the floor.
11. Use document holder to maintain a neutral head position when transferring information from documents into computer.
12. Request ergonomic assessment from the Health & Safety Officer if needed.

REPORT ANY HAZARDOUS SITUATION TO YOUR INSTRUCTOR/SUPERVISOR IMMEDIATELY

Guidance Documents/ Standards/ Applicable Legislation/ Other:

- Guidance Documents:
- Operator's Manual
- CSA Standards:
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- Manitoba Regulation 217/06:
- 2.1 Safe Work Procedures

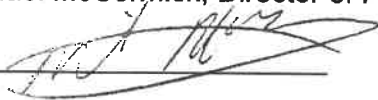
Date Written: 2017/08/09

Procedure Developed By: Travis Poersch, Brent Cuvelier, Ian Smith

Date Revised:

Approved By: Michael McCormick, Director of Physical Plant

Signature: _____

A handwritten signature in black ink, appearing to read 'Michael McCormick', is written over a horizontal line. The signature is stylized and cursive.

Date Approved: 2023/2/1

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