

# Workstation safety guidelines



UNCOMMONLY INDEPENDENT

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It is important for employees to apply good ergonomic practices. This checklist may help you minimize potential risk factors and maximize your personal comfort when setting up your workstation.



## Desk/workspace

- Position your workspace away from noise and distractions, so you are able to focus on your tasks
- Keep your area neat and orderly to reduce the potential for tripping hazards from cords and other items
- Using a desk for your workstation is ideal, if a desk is not available use, a table with a height that allows for work without extreme bending or lifting of the arms and shoulders
  - The desk/table should be able to support the weight of computer equipment
  - Refrain from using lap desks or working from a kitchen countertop



## Chair

- Use an adjustable chair with ergonomic features including pneumatic height adjustment, lumbar back support, height adjustable seat back with locking function, and an adjustable depth seat pan. If you don't have an ergonomic chair and must improvise, use a chair with a backrest. Put a small pillow behind you at waist height for lumbar support.
  - Refrain from sitting on very soft couches as they do not support the body evenly during extended sitting
  - Refrain from sitting on the floor to work for long periods
- Remember to stand, stretch and/or walk after sitting for an extended time



## Additional equipment

- Utilize a keyboard and mouse, and if the desk height is too high, consider a height adjustable keyboard tray and wrist rest
- The computer screen should be about shoulder length away
  - You can use a small box, reams of paper or books to raise the height of the monitor(s) or laptop and position monitors away from direct sunlight
- Optional office accessories: footrest, headset and document holder



## Lighting & security

- Use task lighting to highlight documents and desktop areas
  - Lamps with diffusers or shields may help to reduce glare and avoid facing windows without shades or curtains
- Check file cabinets and storage units, so drawers and door do not open into walkways.
- Pick a workspace with sufficient electrical outlets that are available, accessible and in good condition
- Maintain a working smoke detector and ensure a fire extinguisher is available and accessible
- Follow the same precautions with deliveries and pickups as you would at the office; anyone making a delivery to your home office should be pre-arranged
  - Installing a doorbell camera can save you steps, and a “No Solicitors” sign at your front door can reduce the number of unwanted visitors.

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