



SAFETY TALK

WORKSTATION ERGONOMICS

WHAT IS WORKSTATION ERGONOMICS?

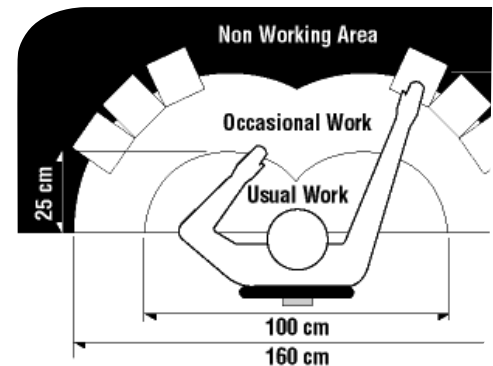
It is the design of your work area to fit you and the work you do, or in some cases, everyone who uses and shares the work area. It includes things like working heights, working reaches, sitting postures, standing postures, and frequency of movements.

WHY IS IT IMPORTANT?

If a workstation or work area is not designed or set-up to accommodate you or the group of employees who use it, your joints and muscles may have to work in ways they were not designed to work. This puts them at risk of strain and possibly injury over time.

IS IT THE SAME AS OFFICE ERGONOMICS?

Yes, office ergonomics is an example of workstation ergonomics. Most people just think ergonomics applies to computer desks, but it also applies to places like lab and pharmacy workstations, reception areas, SPD stations, nurses stations, electronic charting carts and laundry folding tables, to name a few.



COMPUTER WORKSTATION ERGONOMICS

The following online module is required injury prevention training for Health PEI employees who work at a computer workstation.—<https://www.iwh.on.ca/archive/eofficeergo/en/index.html>

ERGONOMIC TIPS FOR WORKSTATIONS WITH MULTIPLE USERS

- **Take the time:** Adjust furniture and equipment to your needs
- **Support your colleagues:** Expect that others will need to adjust furniture and equipment to their needs also, i.e. it cannot stay in the same position at all times.
- **Standing workstations:** Consider adjustable height tables, counters, keyboard trays, etc. so employees of varying heights can adjust their work to a safe working height.
- **Seated workstations:** Use adjustable chairs so a wide range of users can adjust to meet their needs.
- **Adjusting furniture/equipment:** Teach everyone how to operate all the adjustments —sometimes employees do not know that the equipment adjusts or how to adjust it.

Source: Health PEI Provincial MSIP Program

Safety is everyone's responsibility!

DATE: _____
FACILITY: _____

SAFETY TALK LEAD BY: _____
DEPARTMENT: _____

DISCUSSION QUESTIONS:

ARE THERE COMPUTER WORKSTATIONS IN YOUR WORK AREA? HAVE REGULAR USERS TAKEN THE ON-LINE MODULE?

ARE YOU FAMILIAR WITH HOW TO ADJUST EQUIPMENT YOU REGULARLY USE?

HOW COULD MULTI-USER WORKSPACES IN YOUR WORK AREAS BE MADE MORE USER-FRIENDLY OR ADJUSTABLE?

EMPLOYEE CONCERNS & IDEAS FOR IMPROVEMENT:

EMPLOYEES PRESENT:

FOLLOW UP ON CONCERNS:

If you have any feedback on the Safety Talks program or a suggestion for a Safety Talk, please contact a member of the Wellness & Safety Team.

Safety Talks can be found on the Staff Resource Centre at: <https://src.healthpei.ca/safety-talks>